

Supervision Agreement

as part of a doctorate at the Leuphana University of Lüneburg

Part 1: Supervision Agreement Before Admission

Aims and Contents

In order to ensure the quality of the planning and implementation of the doctorate, the following supervision agreement is concluded between the parties named below upon admission to the doctorate in accordance with the applicable doctoral regulations.

The supervision agreement resp. the planning meeting¹ mentioned in it serves in particular to clarify mutual expectations as well as the time and work planning of the doctorate and the associated qualification elements.

The supervision agreement is sent to the Dean's Office of the respective school.

Participants

Name of Doctoral Candidate
Date of Birth
Email
First Supervisor
Doctoral Research Group
School
Working Title of Dissertation
Doctoral Degree
Language of Dissertation

¹ Doctoral candidates and supervisors are obliged to hold a so-called *planning meeting* for the doctoral project after successful admission in the course of the first doctoral semester in the sense of a further supervision agreement in accordance with the quality guidelines of the MWK [Ministry of Science and Culture of Lower Saxony], Science Council and German Research Foundation (DFG). The Graduate School provides guidelines for this ("Part 2: Planning meeting after admission").

Agreements and obligations

1. The supervisor and the doctoral candidate undertake to hold a further planning meeting ("Part 2: Planning meeting after admission") after admission with regard to the concretisation of the scientific questions, the work objectives, the framework conditions of the individual qualification elements and the regular progress meetings.

Both parties involved assure that a further planning meeting based on the guidelines provided by the Graduate School has taken place by _____
(usually in the first semester after admission)

2. The supervisor and the doctoral candidate agree before admission whether the language skills necessary for the realisation of the doctoral project are available. In particular, the doctoral candidate's knowledge of English, which is necessary for participation in the events of the doctoral courses, will be discussed. If necessary, an agreement will be reached on participation in language courses.

Both parties involved assure that the doctoral candidate's active (speaking, writing) and passive (listening, reading) English language skills are at least at level C1 of the Common European Framework of Reference for Languages.

OR

Both parties involved agree that the doctoral candidate will independently improve their active and passive English language skills to level C1 in the first year of the doctorate, e.g. via the Language Centre at Leuphana's International Center. ____

3. The supervisor and the doctoral candidate agree to comply with the [Leuphana University of Lüneburg guidelines on safeguarding good scientific practice and on the procedure for dealing with scientific misconduct](#).

The parties involved assure that the doctoral candidate has read and understood the above-mentioned guideline and is aware of the contact persons² available in cases of conflict.

Signatures

Doctoral Candidate

Supervisor

² The following contact persons are available in the event of factual and personal conflicts that have a lasting impact on trusting or constructive cooperation: Ombudsperson for academic staff and qualifying candidates, doctoral counselling staff at the Graduate School, staff at the Equal Opportunities Office, ombudsperson for professors.