



## PLANNING MEETING

as part of a doctorate at the Leuphana University of Lüneburg

### Goals and contents

In order to ensure the quality of the planning and implementation of the doctoral project and to clarify mutual expectations in the further supervisory relationship, a planning meeting will be held between the parties listed below **by the end of the first semester at the latest**. The planning meeting includes joint agreements on the aspects listed below. Pages 1-4 of this document are to be used and completed in order to document the agreements for doctoral candidates and supervisors in a binding manner. For **doctoral track doctoral candidates**, the planning meeting can be adapted to the needs of the parallel Master's programme (especially sections 2 and 3). The contents of the planning meeting are

- (1) Schedule and work plan for the doctoral project
- (2) Funding of the doctoral project
- (3) Supervision of the doctoral project and progress meetings
- (4) (Further) qualification and career planning
- (5) Additional agreements // Subject-specific supplements

Adjustments to the content and timelines agreed in the planning meeting are possible at any time during the course of the doctoral project after consultation between the doctoral candidate and supervisor, e.g. during progress meetings or consultation hours.<sup>1</sup>

**Surname, first name of doctoral candidate:**

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**Matriculation number:**

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**Admitted to school:**

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**Surname, first name of supervisor:**

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<sup>1</sup> The following contact persons are available in the event of factual and personal conflicts that have a lasting impact on trusting or constructive, goal-oriented cooperation: Ombudsperson for academic staff and academic candidates, doctoral counselling staff at the Graduate School, staff at the Equal Opportunities Office, ombudsperson for professors.



### (1) Time and work schedule of the doctoral project

The supervisor and the doctoral candidate jointly define a time and work plan including milestones for the doctoral project. The supervisor takes into account the doctoral candidate's working hours and personal and family situations.

Timeline	Planned milestones of the doctoral project <sup>2</sup>
First year	
Second year	
Third year	
Fourth year	

The **time available each week** to work on the dissertation is agreed with the supervisor or estimated by the doctoral candidate (the latter especially in the case of funding from scholarships or external sources):

→ (to be specified in hours per week) \_\_\_\_\_

The following differentiation depending on the financing (see section 2) must be taken into account:

- According to WissZVG §2 para. 1, employment as a research assistant ("WiMi") includes the definition of a qualification objective, e.g. a doctorate. If doctoral candidates are in **positions financed by the university budget**, it must be ensured **that at least 1/3 of the working time** is spent on the stated qualification objective. The remaining working time is spent on academic duties as specified in the job description.
- In the case of WiMi positions that are financed by third-party funding, it depends on the third-party funding provider whether the above-mentioned 1/3 of the working time is intended for your own qualification (if necessary, ask Leuphana's Human Resources Department/project management organisation).
- In the case of funding through a scholarship or external employment, there are no labour law requirements regarding academic duties at Leuphana, i.e. doctoral candidates are free to decide how much time they can and want to spend on their doctorate.

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<sup>2</sup> Please list in bullet points.



## (2) Funding of the doctoral project

The supervisor and the doctoral candidate discuss the financing of the planned doctoral period and clarify whether the institute/school will cover any travel, material and/or publication costs. The supervisor will inform the doctoral candidate about additional funding options such as the Graduate School's Qualification Fund, the funds of the Equal Opportunities Office or the MIZ Library's Open Access Publication Fund.

Timeline	Financing advised
First year	
Second year	
Third year	
Fourth year	
<b>Agreement on the assumption of travel, material and/or publication costs<sup>3</sup></b>	

## (3) Supervision of the doctoral project and progress meetings

The supervisor and the doctoral candidate meet regularly in person to discuss technical issues and the progress of the doctoral project. In addition to these informal meetings, the doctoral candidate has **the opportunity to have a detailed progress meeting** with the supervisor **once a year**. **Contents of the progress meeting can be, for example**

- i. Leadership and cooperation
- ii. Selection of the second supervisor and possible reviewers
- iii. Discussion of the content of the doctoral project
- iv. Structure and form of the dissertation
- v. Publication strategy
- vi. Participation in the doctoral research group, colloquia and scientific conferences
- vii. Selection of seminars as part of the doctoral courses
- viii. Networking
- ix. Resources required
- x. Implementation of teaching and how it serves the qualification
- xi. Acceptance of theses and how these are useful for the doctoral project
- xii. Organisation of your own conference
- xiii. Strategic career planning for or outside academia
- xiv. Planning the disputation

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<sup>3</sup> Please list in bullet points.



→ The following progress meetings are planned during the course of the doctoral project (please state the dates in MM/YYYY format):

After year 1: \_\_\_\_\_

After year 2: \_\_\_\_\_

After year 3: \_\_\_\_\_

It is recommended to **keep a record of the results** of the progress meetings in order to ensure a common understanding of the aspects discussed and to be able to refer back to them in the follow-up meeting.

**(4) (Further) qualification and career planning**

In addition to working on their dissertation, it is important for all doctoral candidates from the first year of their doctorate onwards to always focus on the career steps they will take after their doctorate, either within or outside academic institutions. The supervisor therefore draws attention to Leuphana's career-promoting offers during the planning meeting and also actively includes the topic in the progress meetings mentioned under (3). Leuphana is committed to multi-perspective career support and does not judge the different career paths.

→ The following contact points and career support formats were discussed:

Graduate School: GradSkills career portal

Graduate School: Certificate programme/s and summer school/s

Graduate School: Qualification Fund (for conferences, research stays, etc.)

Academic personnel development for academic staff: workshops

Services offered by the Equal Opportunities Office (e.g. mentoring), Leuphana Methods Centre (e.g. methods advice), Writing Centre (e.g. writing advice)

**(5) Additional agreements // subject-specific supplements**

The admission took place on \_\_\_\_\_. The planning meeting took place at \_\_\_\_\_.

**Signatures**

\_\_\_\_\_  
Doctoral candidate

\_\_\_\_\_  
Supervisor

**Copies**

The Dean's Office of the school will receive a copy of the signed planning meeting from the doctoral candidate for their file.