



Leuphana University of Lüneburg  
Student Services  
Universitätsallee 1  
21335 Lüneburg

## **SUPERVISION AGREEMENT**

**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, the following supervision agreement is concluded between the parties named below as part of the application for admission to the doctorate in accordance with the applicable doctoral regulations. The supervision agreement must also be concluded for doctoral candidates in the doctoral track.

For a detailed clarification of mutual expectations as well as the time, financial and work planning of the doctoral project and the associated qualification elements, all parties involved are required to hold **a so-called planning meeting after admission has been granted**. The fillable document on the Graduate School website should be used for this purpose.

The supervision agreement is sent by Student Services to the Dean's Office of the respective school for inclusion in the doctoral candidate's file.

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

**Date of birth:**

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**Surname, first name of first supervisor:**

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**Doctoral research group:**

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**School and intended doctoral degree:**

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**Working title of the dissertation:**

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**Language of the dissertation:**

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## Understandings and commitments

1. The supervisor and the doctoral candidate undertake to hold a further **planning meeting** 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. The parties involved ensure that a further planning meeting will take place by the end of the first semester at the latest.

The planning meeting is held at \_\_\_\_\_.

2. The supervisor and the doctoral candidate agree on the importance of the doctoral courses for the success of the doctorate. The supervisor creates the necessary freedom for the doctoral candidate to attend the modules of the doctoral courses.<sup>1</sup>

Participation in the module "Engaging with Research Ethics"<sup>2</sup> is planned for \_\_\_\_\_

3. Before admission, the supervisor and the doctoral candidate agree on whether the language skills required 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 seminars, workshops and colloquia of the doctoral courses, will be discussed.

The 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

The 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 their doctorate, e.g. via the Language Centre at Leuphana's International Center.

4. The supervisor and the doctoral candidate agree to comply with the "Leuphana University of Lüneburg Guidelines for Safeguarding Good Scientific Practice and the Procedure for Dealing with Scientific Misconduct" (so-called Ethics Guidelines). The parties involved ensure that the doctoral candidate has read and understood the guideline and is aware of the contact persons<sup>3</sup> available at in cases of conflict.

## Signatures

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Doctoral candidate

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Supervisor

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<sup>1</sup> Doctoral candidates from the School of Management and Technology should complete four of the six modules in the first year (see Annex 1 of the Faculty's doctoral regulations). Doctoral candidates from all other schools should complete at least the module "Engaging with Research Ethics" in the first year (cf. Annex 1 of the faculties' doctoral regulations).

<sup>2</sup> Specific information on this module and all other modules can be found at: [www.leuphana.de/myStudy](http://www.leuphana.de/myStudy)

<sup>3</sup> 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.