



Supervision Agreement as part of the Doctoral Programme

Preamble

To assure the quality of the intended doctoral project, the below-mentioned parties conclude the following supervision agreement in accordance with the Doctoral Guidelines as amended after admission of the doctoral candidate to the doctoral programme but at the latest at the end of the first semester.

The object of the supervision agreement is to guide the professional expectations between the doctoral candidate and the supervisor and to establish a transparent relationship as regards both content and time. This agreement can be adjusted by mutual agreement to the development of the doctoral project over time.

Copies

The supervision agreement must be submitted in triplicate (three originals), copies going to

- (1) the doctoral candidate,
- (2) the supervisor and
- (3) the Dean's Office.

Participants

Doctoral Candidate:

Last Name, First Name

Date of Birth

Email-Address

Student ID

Primary Supervisor:

Last Name, First Name

Institute

Doctoral Project

The admission into the doctoral programme was granted on _____. The doctoral candidate produces a doctoral thesis with the following (provisional working) title:

The doctoral thesis will be written in _____. A structured time and work plan of content is attached to this supervision agreement.

Supervision of the Doctoral Thesis

Doctoral candidate and supervisor hold one-to-one consultations about progress and goals of the doctoral project at least _____. The doctoral candidate takes concise meeting minutes, signed by the supervisor.

The doctoral candidate provides regular reports regarding the progress of the doctoral project. The supervisor provides the doctoral candidate with feedback in an appropriate manner. The supervisor provides the doctoral candidate with regular professional advice, e.g.: (1) suitable hypotheses and methods, (2) review of results and their assessments, (3) attendance in relevant colloquia and conferences, (4) structure and form of the doctorate thesis as well as (5) strategic career planning. The supervisor supports the scientific independence



of the doctoral candidate as well as integration into the academic community (conference participation, manuscript submission, conference organization, execution of a course or other personal scientific achievements).

The supervisor and the doctoral candidate are familiar with the contents of the "Guidelines for the Safeguarding of Good Scientific Practice and the Procedure for Dealing with Scientific Misconduct at Leuphana University of Lüneburg" and comply with these guidelines.

The supervisor takes special personal and family circumstances of the doctoral candidate into consideration when developing the doctorate thesis topic and the time and work plan.

Rules in cases of conflict

In cases of disputes and conflicts, which are a hindrance to a trustful and constructive supervisory relationship or which seems to be irresolvable to one of the parties, the following contact people are available: Ombudsperson for students and teachers, Ombudsperson for professors, Ombudsperson for research staff, Office for Woman and Equal Opportunities, Student Counselling Service.

Additional Agreements

Signatures

Doctoral Candidate

Supervisor