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**Supervision Agreement**

**Concerned Parties**

doctoral candidate: [name] [affiliation]

supervisor: [name] [affiliation]

co-supervisor: [name] [affiliation]

advisor: [name] [affiliation]

**Research Project**

project title:

funding: GS-CMLS (duration xx.xx.xxxx) and Institute of XXX (duration xx.xx.xxxx)

1. The project description is attached in Appendix A. The doctoral candidate is funded for a three-year period starting from [xx.xx.xxxx] which coincides with the date of enrollment at the Graduate School. Project costs (travels, lab equipment, working space, etc.) will be covered by the institute of the supervisor.

**Curriculum**

2. The doctoral candidate engages in training during the entire PhD period. In consultation with the supervisors and the advisor, i.e. the supervision group, an individual curriculum is developed depending on the student’s academic background and research project. The proposed curriculum must be listed in its entirety in Appendix B following the latest version of *Prüfungsordnung* (Examination Regulations) of the Graduate School.

**Doctoral Programme**

3. The doctoral candidate commits him/herself to participate in and support events organized within the framework of the Graduate School.

4. A meeting scheme between the doctoral candidate and the supervision group is designed to enhance student performance, to identify training needs and to facilitate quality management. The meeting is scheduled on a 6-month period basis from the date of enrollment. It will take place upon invitation by the student. To assist the discussion process and to keep a full record of the student’s history, a *Progress Report* form is provided.

5. Only if the *Supervision Agreement* is formally approved and when the requirements of the *Supervision Agreement* are fulfilled within the regular studying time, the doctoral candidate will be eligible to receive a Graduate School certificate.

6. The doctoral candidate and the supervision group agree to comply with the rules of good scientific practice as stated in the *Grundsätze zur Sicherung guter wissenschaftlicher Praxis an der Universität zu Lübeck* (Principles of Safeguarding Good Scientific Practice at the University of Lübeck) from February 6, 2018.

7. In the event of a conflict, the Ombudsperson for the Graduate School can be contacted. Should the supervision relationship be dissolved, the Academic Director of the Graduate School will work to establish an alternative supervision agreement which is appropriate to the subject matter of the dissertation. In the event that the dissertation is abandoned, written explanations must be provided to the Academic Director of the Graduate School by the doctoral candidate and the supervision group.

**Amendments**

8. Any amendments to this supervision agreement require the written application of the doctoral candidate together with the supervision group and the written approval of the Academic Director of the Graduate School.

**Compliance with general rules and regulations**

9. The Supervision Agreement specifies rights and duties of the concerned parties with respect to training and supervision to safeguard the quality of the doctoral programme. The doctoral candidate and the supervision group agree to comply with this agreement as well with the rules and regulations as stated in the actual version of the *Satzung* (Statute) and the *Prüfungsordnung* (Examination Regulations) of the Graduate School.

(Date and Signatures)

|  |  |  |  |
| --- | --- | --- | --- |
| Doctoral candidate | Supervisor  | Co-supervisor | Advisor |

*After completion and signing of this agreement, the doctoral candidate should send the original agreement to the office of the Graduate School. The student and the supervisors are ultimately responsible for the delivery of the Supervision Agreement within 1 month after the date of enrollment.*

Approval by the Academic Director

(date, signature, stamp)

*After approval, one copy of the Supervision Agreement will be returned to each of the concerned parties. The original will be kept on file in the management office of the Graduate School.*

**Appendix A: Research Project**

[at least one page description including background, aims, milestones]

**Appendix B: Curriculum**

Mandatory modules are marked in light blue.

Note: It is not possible to award credits for both “Conference attendance with poster/talk” and “First-author peer-reviewed publication in conference proceedings” with the same abstract content.

|  |  |  |
| --- | --- | --- |
| Title | ECTS credits | Type |
| **Disciplinary Skills** |  |  |
| Project-specific course with exam | 4 | A |
| Seminar with own presentation (per semester) | 1 | B |
| Journal club with own presentation (per semester) | 1 | B |
| Conference attendance with poster/talk | 2 | B |
|  |  |  |
| **Interdisciplinary Skills** |  |  |
| Interdisciplinary course with exam | 4 | A |
| Soft skills workshop from University Interne Weiterbildung | 1 | B |
|  |  |  |
| **Scientific Skills** |  |  |
| Project description (Appendix A to this supervision agreement) | 2 | B |
| Progress reports (per semester) x 6 | 3 | B |
| First author peer-reviewed publication in conference proceedings or journal x 2 | 4 | B |
| Supervision of a bachelor/master thesis/lab internship (min. 3 months) | 1 | B |
| Teaching of exercises/tutorials (per semester) x 1 | 1 | B |
|  |  |  |
|  |  |  |
| **Min. TOTAL**  | **24** |  |