# University of Luxembourg

# DOCTORAL EDUCATION AGREEMENT

**Preamble**

The present Doctoral Education Agreement (DEA) lays out the terms for enrolment in the PhD programme at the University of Luxembourg and has been drawn up in accordance with the rules and regulations pertaining to doctoral education at the University of Luxembourg, including but not limited to the Law of 2003 creating the University and revisions thereof, the *Règlement grand-ducal (RGD)* of 2006*,* the *Règlement d’ordre intérieur (ROI),* and the Doctoral Education Framework (DEF) (2012 but to be updated 2017). Please note, the regulations in this document will be superseded by any changes to the law, the ROI, the RDG, and the DEF.

The DEA includes two parts:

* **Part A, the General Education Agreement***:* this agreement specifies general requirements for completion of the doctoral programme, adherence to the rights and duties of the doctoral candidate and his/her supervisor, and other issues relevant for the candidate’s doctoral education.
* **Part B, the Research and Training Agreement**: this agreement lays out the applicable terms and conditions for the intended research and training plan (annex). The Research and Training Plan is to be completed for each doctoral candidate.

**INSTRUCTIONS**

**Timeline for completion**

Both Part A and Part B of the present agreement shall be completed by all doctoral candidates enrolled at the University of Luxembourg **within two months of candidate enrolment** at the University of Luxembourg.

**Parties to the agreement(s)**

|  |  |  |
| --- | --- | --- |
|  | **Part A** | **Part B** |
| **Doctoral candidate** | X | X |
| **Primary supervisor** | X | X |
| **Additional supervisor(s)** | X | X |
| **CET\* members** |  | X |
| **Doctoral school head** | X | X |

\* The *Comité d’encadrement de thèse*.

In both instances, if a candidate has more than one regular academic supervisor, then all involved parties shall enter into the agreement.

**Amendments**

The General Education Agreement shall be amended to reflect changes in supervision arrangements arising from departure or incapacity of the academic supervisor(s). Please see the relevant provisions in the agreement.

The annex to the Research and Training Agreement, i.e. the Research and Training Plan shall be updated by means of annex following annual CET committee meetings.

# GENERAL EDUCATION AGREEMENT

**for [NAME OF DOCTORAL CANDIDATE]**

**upon enrolment in the [NAME OF DOCTORAL SCHOOL] ,**

**research programme [NAME OF RESEARCH PROGRAMME] [name of research programme]**

1. Objective

The objectives of this agreement are to regulate the rights and obligations of the involved parties throughout the programme, subject to all relevant laws and regulations (see Preamble). It includes general terms, as well as provisions related to academic advising.

During the period of this agreement, the candidate shall complete a programme of doctoral education consisting of both research and training components.

Research is the core area of activity and as such:

* doctoral research significantly prevails over doctoral training;
* the doctoral research project builds individual capacity for independent research, i.e. the project fosters training through research;
* original research reflects and is communicated according to the criteria of the discipline.

Doctoral training supports effective and efficient doctoral research through:

* deepened knowledge, advanced methodologies and exposure to research discussion;
* development of research competence as well as transferable skills;
* a focus on the individual research and career projects;
* opportunities for career development in and outside academia.
1. Parties to the agreement

The parties to this agreement are the doctoral candidate, the supervisor(s) and the [NAME OF DOCTORAL SCHOOL] , hereafter called Doctoral School.

If more than one academic supervisor has been appointed, then the agreement shall be signed by all supervisors.

Doctoral candidate:  [NAME]

The primary academic supervisor appointed for the duration of the agreement:

 [NAME] , [DEPARTMENT/INSTITUTION]

Additional academic supervisors appointed for the duration of the agreement:

 [NAME] , [DEPARTMENT/INSTITUTION]

 [NAME] , [DEPARTMENT/INSTITUTION]

Head of the Doctoral School

 [NAME] , [DEPARTMENT/INSTITUTION]

1. Duration of agreement

This agreement is valid for the duration of the candidate’s enrolment in doctoral education at the University of Luxembourg.

Amendments to this Agreement can be proposed by the Doctoral School, supported by *Committee d’Encadrement de Thèse* (CET) of the doctoral candidate. The amendment shall be signed as described in Section 2. In case of a change of supervisor or involvement of additional supervisors (e.g. supervisor leaving the institution) this Agreement shall be amended accordingly.

1. General requirements for completion of the programme of doctoral education

The programme of the doctoral candidate shall culminate in the completion and defence of a doctoral dissertation with the following working title:

 [WORKING TITLE OF THE DOCTORAL DISSERTATION]

The doctoral candidate is required to successfully complete [NUMBER] credit points of training in the following general areas:

* [NUMBER] credit points (ECTS) disciplinary training
* [NUMBER] credit points (ECTS) transferable skills and/or interdisciplinary skills training

The Research and Training Agreement lists the training components and any additional requirements for the doctoral candidate. This agreement is set up by the supervisor and the candidate and signed at the latest 8 weeks after the enrolment of the candidate.

1. Funding and employment while in the doctoral programme

The funding and employment conditions for completion of the programme of doctoral education are as specified in the doctoral candidate’s work contract or, if applicable, the funding agreement with the funding institution.

The doctoral candidate is enrolled for [full-time – part-time] doctoral education [percentage] .

The place of work for the doctoral candidate is:

 [department/unit/external institution: % if multiple places]

Any additional conditions pertaining to employment and funding:

 [additional conditions]

1. The rights and duties of the doctoral candidate and academic supervisor(s)

The rights and duties of the doctoral candidate and supervisor(s) are laid out in annex to the *Règlement d’ordre intérieur*. The doctoral candidates and supervisor(s) agree to adhere to these rights and duties for the duration of the present agreement.

1. Disagreements

Disagreements concerning the rights and duties of the academic supervisor(s) and the doctoral candidate in accordance with this agreement may be brought, by either party, before the relevant Research Programme Coordinator or the Head of the Doctoral School, who will seek to find a solution to the problem with the parties. Should the disagreement persist, any of the signatories of this agreement may appeal to the DS Council or the ombudsperson, which will, without overriding the authority of any of those involved, hear the parties concerned and offer an alternative solution.

The PhD candidate has access to all prerogatives linked to his/her student and/or employee status, as laid out in the “Règlement d’ordre intérieur”.

Should the nature of differences among the parties result from alleged misconduct as provided for under article XX of the law, the parties shall follow the disciplinary procedure laid out therein.

1. Termination of academic supervision

If the supervisor leaves the institution, s/he must inform the Doctoral School in a timely manner and discuss potential changes in supervision with the Doctoral School. This Agreement will be amended to consider the changes in supervision and/or the involvement of additional co-supervisors.

If a doctoral candidate or a supervisor finds that the other party is not fulfilling his/her obligations in accordance with Section 6 of the present agreement, the party claiming violation of agreement obligation is required to address the issue with the other party, in immediate conjunction with the Head of the Doctoral School or his/her representative. If, after discussion, the parties are unable to arrive at a resolution to the situation, the doctoral candidate or the academic supervisor may ask the Head of the Doctoral School to be released from the agreement, who shall process the request as laid out in the statutes of the Doctoral School, in compliance with the rules and regulations of the University of Luxembourg.

1. Concluding regulations

This agreement is subject to current rules and regulations pertaining to the University of Luxembourg and the Doctoral School.

The parties have each received a copy of the agreement. The original shall be filed at the Doctoral School administration office.

 [PLACE] , [DATE]

Signatures:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Doctoral candidate: [NAME]  |  |  |
|  |  |  |
| Primary academic supervisor: [NAME] , [DEPARTMENT/INSTITUTION]  |  |  |
|  |  |  |
| Additional supervisor:  [NAME] , [DEPARTMENT/INSTITUTION]  |  | Additional supervisor:  [NAME] , [DEPARTMENT/INSTITUTION]  |
|  |  |  |
|  |  |  |
|  |  |  |
| Doctoral school head:  [NAME] , [DEPARTMENT/INSTITUTION]  |  |  |

I hereby confirm that I have read and understood the Doctoral Education Framework.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Doctoral candidate: [NAME]  |  |  |

**[INTENTIONALLY LEFT BLANK]**

# RESEARCH AND TRAINING AGREEMENT

**for [NAME OF DOCTORAL CANDIDATE]**

**upon enrolment in the [NAME OF DOCTORAL SCHOOL] ,**

**research programme [NAME OF RESEARCH PROGRAMME]**

1. Objective

The objectives of this agreement are to ensure completion of the doctoral education. It includes issues related to academic advising and the plan for completion of the doctoral programme. It is signed at the latest 8 weeks after enrolment of the candidate at the UL and in the Doctoral School.

During the period of this agreement, the candidate shall complete a programme of doctoral education consisting of **both** research and training components.

1. Parties to the agreement

The parties to this agreement are the doctoral candidate, the supervisor(s), the members of the CET committee and the [Name of Doctoral School], hereafter called Doctoral School.

If more than one academic supervisor has been appointed, then the agreement is to be signed by all supervisors.

Doctoral candidate: [NAME]

Primary academic supervisor appointed for the duration of the agreement:

[NAME] , [DEPARTMENT/INSTITUTION]

Additional academic supervisors appointed for the duration of the agreement:

[NAME] , [DEPARTMENT/INSTITUTION]

[NAME] , [DEPARTMENT/INSTITUTION]

CET committee members:

[NAME] , [DEPARTMENT/INSTITUTION]

[NAME] , [DEPARTMENT/INSTITUTION]

Head of the Doctoral School

[NAME] , [DEPARTMENT/INSTITUTION]

1. Duration of agreement

This agreement is valid for the duration of the Candidate’s enrolment in doctoral education at the University of Luxembourg.

Updates and amendments to this Agreement are proposed by the *Committee d’Encadrement de Thèse* (CET) of the doctoral candidate following a CET meeting. In the CET presentation, the candidate will report on the performed research and the future research plan as well as on completed and planned trainings. Updates/amendments are detailed in a dedicated form signed by all supervisors and CET committee members. The form and CET report are transferred to the Doctoral School.

1. Plan for completion of the programme of doctoral education

Annex 1 lists the training components and any additional requirements for the doctoral candidate.

The Doctoral School shall publish a programme of training options at least once a year and make this available to all doctoral candidates.

The plan for completion of the programme of doctoral education meets the requirements of the University of Luxembourg and additional requirements laid out in the statutes of the Doctoral School. It shall form the basis for academic supervision.

1. Disagreements

Disagreements concerning the research or training plan described by this agreement and its annexes may be brought, by either party, before the relevant Research Programme Coordinator or the Head of the Doctoral School, who will seek to find a solution to the problem with the parties. Should the disagreement persist, any of the signatories of this agreement may appeal to the DS Council or ombudsperson, which will, without overriding the authority of any of those involved, hear the parties concerned and offer an alternative solution.

Should the nature of differences among the parties result from alleged misconduct as provided for under article XX of the law, the parties shall follow the disciplinary procedure laid out therein.

1. Concluding regulations

This agreement is subject to current rules and regulations of the University of Luxembourg and the Doctoral School.

The parties have each received a copy of the agreement. The original shall be filed at the Doctoral School administration office.

 [PLACE] , [DATE]

Signatures:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Doctoral candidate: [NAME]  |  |  |
|  |  |  |
| Primary academic supervisor: [NAME] , [DEPARTMENT/INSTITUTION]  |  |  |
|  |  |  |
| Additional supervisor:  [NAME] , [DEPARTMENT/INSTITUTION]  |  | Additional supervisor:  [NAME] , [DEPARTMENT/INSTITUTION]  |
|  |  |  |
| CET member:  [NAME] , [DEPARTMENT/INSTITUTION]  |  | CET member:  [NAME] , [DEPARTMENT/INSTITUTION]  |
|  |  |  |
| Doctoral school head:  [NAME] , [DEPARTMENT/INSTITUTION]  |  |  |

# ANNEX 1: RESEARCH AND TRAINING PLAN

**Initial plan for completion of the doctoral education programme**

|  |  |
| --- | --- |
| **Doctoral Candidate** | Click here to enter text. |
| **Primary Supervisor** | Click here to enter text. |
| **Additional Supervisor** | Click here to enter text. |
| **Additional Supervisor** | Click here to enter text. |

1. **Academic supervision**

Formal supervision will take place on average at least [NUMBER] times per month. The doctoral candidate will organise these meetings.

1. **Research project**

Concerning the research project, the following is agreed *(may include, but not be limited to internationalisation, conferences; any specific contractual issues related to employment, funding; contacts with third parties*):

* Click here to enter text.

|  |
| --- |
| **Outline of research plan**  |
| Click here to enter text. |

1. **Initial training**

The doctoral candidate shall participate in following training activities:

**Disciplinary and interdisciplinary skills related to the research topic *(at least***  [NUMBER] ***credit points)*:**

|  |
| --- |
| **Mandatory** |
| **Training title** | **Credit Points** | **Year** |
| Click here to enter text. | Click here to enter text. | Click here. |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |

|  |
| --- |
| **Recommended Training** |
| **Training title** | **Credit Points** | **Year** |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |

**Transferable skills and career development *(at least***  [NUMBER] ***credit points):***

|  |
| --- |
| **Mandatory** |
| **Training title** | **Credit Points** | **Year** |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |

|  |
| --- |
| **Recommended Training** |
| **Training title** | **Credit Points** | **Year** |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |
| Click here to enter text. | Click here to enter text. | Click here |

1. **Teaching activities**

The doctoral candidate shall have the following teaching duties:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Type of duty** | **Period/****Year** | **No. teaching hours** |
| Click here to enter text. | Click here to enter text. | Click here | Click here |
| Click here to enter text. | Click here to enter text. | Click here | Click here |
| Click here to enter text. | Click here to enter text. | Click here | Click here |
| Click here to enter text. | Click here to enter text. | Click here | Click here |
| Click here to enter text. | Click here to enter text. | Click here | Click here |

1. **Involvement in the research group / research unit**

The doctoral candidate shall be expected to:

* Click here to enter text.
* *Ex. Participate in the seminars of the research group /research unit*
* *Ex. Team duties/responsibilities*
1. **Dissemination to the scientific community and to the public**

The doctoral candidate shall publish or submit for publication at least:

* Click here to enter text.
1. **Miscellaneous**

*(Additional rights and duties may be specified, in line with the rules and regulations of the University and the Doctoral School)*

The doctoral candidate shall be expected to:

* Click here to enter text.

The supervisor(s) shall be expected to:

* Click here to enter text.