

University of Luxembourg Doctoral Education Agreement (DEA)

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University of Luxembourg

DOCTORAL EDUCATION AGREEMENT

for **[NAME OF DOCTORAL CANDIDATE]**

upon enrolment at the University of Luxembourg
in the doctoral programme **[NAME OF DOCTORAL PROGRAMME] /
(NAME OF DOCTORAL SCHOOL)**

Preamble

The present Doctoral Education Agreement (DEA) has been elaborated in accordance with the modified Act of 27 June 2018 organising the University of Luxembourg, the Internal Regulations (Règlement d'Ordre Intérieur - ROI), and the Study Regulations (Règlement des Etudes) in force and available on the university webpage: https://www.en.uni.lu/university/official_documents.

- The **Doctoral Education Agreement (DEA)** (Sections 1 to 11) specifies requirements for completing a doctoral programme at the University of Luxembourg, the rights and duties of the Doctoral Candidate and his/her (Co)Supervisor(s), and other issues relevant for the candidate's doctoral education and training.
- The DEA is complemented by a **Research and Training Plan** that describes the research and training activities and the academic supervision that are planned to accomplish the doctoral programme. The Research and Training Plan is presented and discussed at each annual meeting of the thesis supervision committee (Comité d'encadrement de thèse, CET), the report of which describes changes or adaptations made in the course of the thesis.
- The present agreement and the Research and Training Plan shall be completed for all Doctoral Candidates enrolled at the University of Luxembourg within six months from the date of the candidate's registration in the doctoral study programme.
- The parties engaging in this agreement include the Doctoral Candidate, the Supervisor, the Co-supervisor¹ (if applicable), the complementary expert² (optional), and the Doctoral Programme Coordinator³.
- If a candidate has more than one regular supervisor (cotutelle), then all involved parties shall enter into the agreement.
- The agreement is signed by all the parties.

¹ Co-supervision is only allowed in the case of cotutelles.

² Interdisciplinary theses can include complementary domain experts. In this case, the complementary domain experts have to be members of the CET.

³ In case the supervisor is the DP Coordinator, this signatory has to be replaced by a full professor being a supervisor in the same doctoral programme or the Head of the doctoral school to ensure independence.

DOCTORAL EDUCATION AGREEMENT

Section 1. Objective

- The objectives of this agreement are to regulate the rights and obligations of the doctoral candidate and the (Co)Supervisors.

Section 2. Parties to the agreement

The parties to this agreement are the Doctoral Candidate, the (Co)Supervisor(s), the Complementary domain expert (if applicable), and the Programme Director of the [name of doctoral programme], hereafter called Doctoral Programme (DP).

In the case of a cotutelle the agreement shall be signed by both supervisors. In case of an interdisciplinary thesis the agreement shall be signed by the Complementary domain expert.

Doctoral Candidate: [NAME]

The Supervisor:
[NAME], [DEPARTMENT OR RESEARCH UNIT/INSTITUTION]

The Co-supervisor in the case of a cotutelle:
[NAME], [DEPARTMENT OR RESEARCH UNIT/INSTITUTION]

The Complementary domain expert (optional):⁴
[NAME], [DEPARTMENT OR RESEARCH UNIT/INSTITUTION]

Doctoral Programme Coordinator:
[NAME], [DEPARTMENT OR RESEARCH UNIT/INSTITUTION]

Section 3. 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 introduced by agreement of all parties to the original agreement as listed in Section 2. The amendment shall be signed by all parties listed in Section 2.

Section 4. Funding and employment while in the Doctoral Programme

If applicable, the funding and employment conditions supporting the 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 candidate is affiliated to a unique entity on the organisational chart. The place of work for the Doctoral Candidate is:

[FAC/DEPARTMENT/IC/EXTERNAL INSTITUTION:]

Any additional conditions pertaining to employment and funding:
[ADDITIONAL CONDITIONS]

⁴ Has to be a member of the CET

Section 5. 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 within a research discipline in force in the doctoral education at the University of Luxembourg with the following working title:

[WORKING TITLE OF THE DOCTORAL DISSERTATION]

[DIPLOMA AWARDED IN “SPECIFY DISCIPLINE”]

The Doctoral Candidate is required to successfully complete at least 20 ECTS of certifiable activities hereafter:

- 5 credit points minimum (ECTS) in transferable skills including one mandatory course in Ethics
- X credit points (ECTS) disciplinary/interdisciplinary training
- X credit points (ECTS) transferable skills training

The Doctoral Programme determines and specifies the distribution of the remaining 15 credit points (ECTS) between interdisciplinary, disciplinary, and transferable training.

Section 6. Rights and duties of the Doctoral Candidate, the (Co)-Supervisor(s), and the members of the thesis supervision committee (CET)

During the course of the doctoral education, the Doctoral Candidate shall complete a programme consisting of both research and training components (Salzburg Principles⁵ and Salzburg II Recommendations⁶).

Research is the core area of activity of doctoral education 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;
- research is moved beyond the state of the art;
- results are communicated to the scientific community and the general public.

The Doctoral Candidate and (Co)-Supervisor(s) agree to adhere to (i) the rights and duties as laid out herein, in the [Code of Conduct of the University](#) and the [Study Regulations in force \(Règlement des études, RE\)](#); (ii) general standards of ethics and research integrity and rules laid down in the University of Luxembourg Policy on Ethics in Research, and maintain any ethical principles that relate to his/her area of research/discipline(s); get informed, seek advice about and adhere to relevant intellectual property rules; for the duration of the candidate's enrolment in doctoral education at the University.

Any disagreement on these rights and duties or any alleged breach of these rights and duties shall be treated in accordance with the rules laid down in Section 8.

⁵ <https://eua.eu/resources/publications/626:salzburg-2005-%E2%80%93-conclusions-and-recommendations.html>

⁶ <https://eua.eu/resources/publications/615:salzburg-ii-%E2%80%93-recommendations.html>

The **Doctoral Candidate** shall:

- formulate, update, and implement a **Research and Training Plan** (Annex 1) with the help of the (Co)-Supervisor(s) and peers:
 - improve and adjust formulation and scoping of the research questions, the hypotheses, and research methodology for accomplishment of the doctoral programme;
 - develop a research mindset to further his/her research;
 - undertake research training and carry out the research with regard to the highest academic and ethical standards;
 - develop capability for critical analysis, evaluation and synthesis of new and complex ideas;
 - set realistic deadlines involved in research, training, dissemination, and writing the dissertation;
 - strive to contribute through original research that extends the frontier of knowledge, as demonstrated by national or international refereed publication;
 - communicate with peers, the greater scholarly community and with society in general about the area of expertise, actively participate in scientific conferences and seminars, publish relevant results in international journals or monographs;
 - ensure that the dissertation complies with the University Law and Internal Regulations.
- keep the (Co)-Supervisor(s) informed regarding progress:
 - agree, prepare and attend mutually convenient formal supervision meetings;
 - communicate relevant results or any factor influencing the progress of the research project or the doctoral training, promptly to his (Co)-Supervisor(s) while providing progress reports either in written form or orally;
- comply with existing rules and regulations in force at the Doctoral Programme and School, within the University and the research community:
 - represent the research group, Doctoral School and University in a professional and responsible manner.

The **Supervisor and, if applicable, the Co-supervisor** shall:

- support and advise the Doctoral Candidate in formulating and implementing the Research and Training Plan;
 - provide support and advice to the candidate in his/her search for a realistic and up-to-date research topic;
 - provide the technical tools, equipment, means, and assistance regarding relevant literature and other data sources necessary to perform the planned research;
 - ensure that the Doctoral Candidate understands what is expected and how his/her research fits into the research group or project of which the Doctoral Candidate is part;
 - advise on the formulation and scoping of the research topic and questions, and ensure that these as well as the hypotheses, research methodology are discussed;
 - identify training needs and advise on training (including ECTS acquisition);
 - provide guidance about ethics, research integrity, research methods and techniques, data handling and academic conventions;
 - regularly meet with the Doctoral Candidate for formal supervision and to help the Doctoral Candidate evaluate and discuss progress against the Research and Training Plan and advise on suitable modifications to ensure timely the submission of the dissertation;
 - address jointly with the Doctoral Candidate and members of the CET any situations or circumstances that could threaten programme completion;
- assist the Doctoral Candidate in developing critical thinking and research independence:
 - provide constructive feedback and discuss research methodologies, data collection, results and their interpretation;
 - provide feedback on and discuss various aspects of written and oral presentations (content, structure, language, referencing and documentation, etc.);

- read and critically comment upon any scientific abstracts, manuscripts, the dissertation, within a period of 4 weeks, unless otherwise agreed.
- help to increase the Doctoral Candidate's visibility in the research community including advice on where to present and publish his/her work;
- advise on and respect the Doctoral Candidate's decision on his/her research potential and career prospects.

The (Co)-supervisor(s) can be assisted in their regular supervision tasks by other members of the CET (Complementary domain experts) who provide specific expertise in case the thesis is interdisciplinary in nature.

The **members of the thesis supervision committee (CET)**:

- Shall :
 - meet annually with the candidate;
 - make recommendation to the Vice-rector for Research, in this annual meeting, about the continuation or the termination of the thesis project;
 - at the last CET meeting, verify status of plagiarism checks and ECTS requirements and propose the defence of the thesis as well as the composition of the jury, to the Vice-Rector in charge of doctoral education;
 - assist the (Co)-Supervisor(s) in writing the annual CET meeting report and approve it;
- Can commit to act as a complementary domain expert, especially for theses that are interdisciplinary in nature. In such case, they shall aid with complementary expertise through active supervision.⁷
- Can contribute actively to the supervision of the Doctoral Candidate; in such case the rights and duties of the Supervisor and (Co)-supervisor applies to them as well.

Section 7. Data Protection, Intellectual Property Rights, ethics and research integrity

a. Doctoral candidate with a work-contract UL

Tick the appropriate box

Terms and regulations of the Doctoral Candidate's work contract with UL apply. The Doctoral Candidate acknowledges that the personal data processing in relation with the employment conditions are specified separately in the work contract.

b. Doctoral candidate with a work-contract at a partner institution

Terms and regulations of the Doctoral candidate's work contract with the partner institution and the stipulations of the collaboration agreement for doctoral education in force apply, unless agreed otherwise in a separate agreement concluded in the course of his/her doctoral education (e.g. AFR).

c. Self-funded doctoral candidate

By default, the University's general terms and regulations for doctoral education apply (as detailed below).

⁷ Their names shall be listed in Section 2 above and they become signatories to this document.

In accordance with the Doctoral Candidate's status and without prejudice to the specific rules the Doctoral Candidate may be subjected to (status a, or b), as stated here above, the University's general terms and conditions are applicable as follows:

Processing of Doctoral Candidate's personal data

The Doctoral Candidate acknowledges the [University's data protection policy](#), as well as his/her rights and duties according to the information provided on the [UL website](#)⁸.

Confidentiality

The Doctoral Candidate may process Personal Data in the course of his/her affiliation at the University for the performance of research, teaching and administrative tasks. The Doctoral Candidate acknowledges the rules and policies in place at the UL as described on the [University website](#)¹⁰.

Intellectual property

All documents, objects or equipment entrusted to the Doctoral Candidate to enable him/her to perform his/her duties shall remain the property of the UL. In application of the law, the UL owns all the intellectual and industrial property rights to all the results generated by the Doctoral Candidate.

The Doctoral Candidate who generates an invention, know-how, computer program, database or a design informs without delay the UL, communicating all relevant information in writing. Without authorisation from the UL, the Doctoral Candidate must refrain from all disclosure which prejudices partially or entirely the intellectual and industrial property rights conferred to the UL.

Notwithstanding with the aforementioned, the Doctoral Candidate remains the lawful right-holder of the authorship rights attached to his/her doctoral thesis.

All publications and presentations resulting from work within this agreement must carry "University of Luxembourg" as affiliation/co-affiliation for the Doctoral Candidate. In case of collaborative/interdisciplinary theses, the supervisor must ensure that publications carry adequately both the primary and secondary UL assignments as affiliation.

Research integrity and measures for plagiarism prevention

The Doctoral Candidate and the thesis supervision committee (CET) engage to respect the highest standards in research integrity. Potential scientific misconduct has to be reported to the Doctoral school or to the Luxembourg Agency for Research Integrity (LARI) (<https://lari.lu/>).

The Doctoral Candidate should submit the thesis manuscript at least twice to plagiarism detection using the tool made available by the University⁹. The first draft of the thesis manuscript should be submitted to plagiarism detection and the related report must be presented by the candidate at the occasion of the CET-4 meeting. A final check and reporting must be produced along with the final thesis manuscript for the defence.

⁸ https://www.uni.lu/university/data_protection

⁹ A [tool](#) is made available at the University and accounts created upon request.

Section 8. Disagreements

Disagreements concerning this Doctoral Education Agreement and more specifically with the rights and duties of the (Co)supervisor(s) and the Doctoral Candidate (Section 6), may be brought, by either party, before the Doctoral Programme Coordinator, who will seek to find a solution to the situation with the parties. Should the disagreement persist, any of the signatories of this agreement may appeal to the Doctoral School Head or in a second attempt to the relevant Faculty's Dean who will, without overriding the authority of any of those involved, hear the parties concerned and seek an alternative solution. In case no solution can be identified at the Faculty level, the Doctoral School Head brings the disagreement to the Vice-Rector in charge of the Doctoral Education and Training to obtain a final settlement. The involvement of the ombudsperson of the University or the ombuds-committee of the Doctoral school, where available, is recommended to reduce escalation.

Doctoral Candidates with employment contracts have access to all rights linked to their student and/or employee status, as laid out in the Internal Regulations (ROI).

Should the nature of conflict among the parties result from alleged misconduct, the case will be referred to the Rector who may recommend to bring the issue to the attention of the Luxembourg Agency for Research Integrity (LARI, <https://lari.lu/>).

The various instances that can provide resilience during disagreements and conflictual situations are presented on the University web site (Doctoral Education home page).

When completing the doctoral programme, the newly awarded doctor is invited to anonymously provide the Office of Doctoral Studies (Bureau des études doctorales, BED) with a feedback on his/her experience within his/her doctoral programme and an evaluation of the supervision quality.

Section 9. Termination of, or change in supervision

a) If the supervisor leaves the institution, s/he must inform the Doctoral Programme Coordinator in a timely manner and discuss potential changes in supervision with the Vice-Rector in charge of the Doctoral Education. The changes in supervision and/or the involvement of a co-supervisor in the case of a cotutelle are validated by the Vice-Rector in charge of Doctoral Education and Training and the documents are archived in the database/Office of doctoral studies (BED).

b) If a supervisor change becomes appropriate for academic or administrative reasons, a request has to be addressed to the Vice-Rector in charge of the Doctoral Education, and all parties involved have to be informed.

c) If a supervisor change is proposed to settle a disagreement (cf. section 8), a validation by the Vice-Rector in charge of the Doctoral Education and Training is requested.

d) Any modification of supervision leads to a revision of the present agreement.

Section 10. Research and Training Plan (RTP)

This DEA is accompanied by a Research and Training Plan. It describes in detail the research and training activities and the academic supervision that are planned with the aim of accomplishing the doctoral programme. If applicable, it also describes how the CET members are organized to provide interdisciplinary expertise to the Doctoral Candidate.

The RTP has to be established and filled jointly by the (Co)Supervisor(s) and the Doctoral Candidate at the latest 6 months after the enrolment of the Doctoral Candidate. The RTP shall be

presented to the CET at every CET meeting for review and advice. Generally, updates to the RTP shall be made at the occasion of CET meetings. If necessary, updates at other times are possible. The latest updated version of the RTP is communicated to the BED for archiving, as well as to the DP Coordinator and the Doctoral School Administration for information.

Section 11. Concluding regulations

The parties will each receive a copy of the Doctoral Education Agreement, the initial Research and Training Plan (Annex 1), and any amendments made to either the Agreement or the Research and Training Plan. The original DEA shall be filed with the BED (Bureau des études doctorales/Office of Doctoral Studies).

Signatures

We confirm, that we agree to the stipulations laid down in this document and its annex.

Place, Date:

Doctoral Candidate:
[NAME]

Place, Date:

Supervisor (CET member 1):
[NAME] , [DEPARTMENT/INSTITUTION]

Place, Date:

Co-supervisor (cotutelle):
[NAME] , [DEPARTMENT/INSTITUTION]

Place, Date:

Complementary domain expert:
[NAME] , [DEPARTMENT/INSTITUTION]

Place, Date:

Doctoral Programme Coordinator:
[NAME] , [DEPARTMENT/INSTITUTION]

In case the supervisor is the DP Coordinator, this signatory has to be replaced by a full professor being a supervisor in the same doctoral programme to ensure independence.

*An external Co-supervisor or CET members providing complementary expertise can agree on the document via an e-mail addressed to the Office of Doctoral Studies (Bureau des études doctorales, BED, phdstudies@uni.lu), in this case the Supervisor mentions: “agreed via e-mail dated dd-mm-yy”.

ANNEX 1: RESEARCH AND TRAINING PLAN

Initial plan for completion of the doctoral programme

(to be discussed and if necessary amended following any changes to the Doctoral Candidates research focus)

Annex 1 is the research and training plan for the doctoral education programme. It lists the research and training components (acquisition of ECTS) and any additional requirements expected of the Doctoral Candidate in accordance with the specificities of the Doctoral Programme in which the Doctoral Candidate is enrolled.

Objective

Throughout the duration of this agreement, the candidate shall complete a programme of doctoral education consisting of **both** research and training components. The objective of this plan is to ensure the Doctoral Candidates complete their doctoral education. It includes issues related to academic advice and the plan for completion of the doctoral programme. It is part of the Doctoral Education Agreement.

Parties establishing the Research and Training Plan

Doctoral Candidate	Click here to enter text.
Supervisor	Click here to enter text.
Co-Supervisor¹	Click here to enter text.
Complementary domain expert²	Click here to enter text.

¹ In case of a cotutelle

² In case of an interdisciplinary thesis

A. Supervision

Formal supervision will take place in dedicated meetings between the (Co)-supervisor(s) and the Doctoral Candidate on average at least [NUMBER] times per month.

In case of an **interdisciplinary thesis** project setting/interdisciplinary collaboration (*including cotutelle if applicable), the supervision of the Doctoral Candidate can be coordinated as follow:

NAME 1 (Supervisor): provides primary supervision in a discipline of the doctoral programme in which the Doctoral Candidate registered

NAME 2 (Co-Supervisor*): takes an active and equal part in the primary supervision of the Doctoral Candidate for the activities led in the sister institution.

NAME 3 (Complementary domain expert): is a member of the CET and provides supervision in a discipline complementary to the primary one to reach the interdisciplinary scope of the thesis.

Additional meetings with persons contributing to the supervision [LIST NAMES] of the Doctoral Candidate can be organised. On a day-to-day basis, post-doctoral fellows not holding an "Autorisation à diriger des recherches-ADR" can contribute to the supervision by extending advice and guidance in e.g. laboratory work, research methodologies, scientific publication writing, and by facilitating the integration of the Doctoral Candidate in the research group.

B. Research project

Concerning the research project, the following is agreed:

- [Click here to enter text.](#)

Outline of research plan
<p>Click here to enter text.</p>

C. Initial training project

The Doctoral Candidate shall participate in following training activities:

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

Mandatory		
Training subject	ECTS	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 subject	ECTS	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 5 ECTS):

Mandatory		
Training subject	ECTS	Year
General Ethics Training ²	at least 1	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

²A course in General Ethics Training is required for all Doctoral Candidates; Doctoral Programmes may require discipline specific training as well.

Recommended Training		
Training subject	ECTS	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

D. Teaching activities

To date, the Doctoral Candidate has conducted the following teaching activities (optional).

Course	Type of duty	Period/ Year	N° 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

E. Involvement in the research group / research unit

Depending on the provisions of their work contract (if applicable), the Doctoral Candidate may be required or may wish to engage in specified activities within 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*
- *Ex. Supervision of Master students*
- *Ex. Teaching responsibilities...*

F. Dissemination to the scientific community and to the public

The Doctoral Candidate is encouraged to disseminate research results and shall attempt to publish or submit peer-reviewed publications.

Additional dissemination can include: [FREE TEXT]

G. Ethical checklist

The project presents ethical issues towards humans or animals	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Advise has been obtained from the Ethical Review Panel	<input type="checkbox"/> NO	<input type="checkbox"/> YES
Advise has been obtained from the Animal Experimentation Ethics Committee	<input type="checkbox"/> NO	<input type="checkbox"/> YES

H. Miscellaneous

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

The Doctoral Candidate shall be expected to:

- Click here to enter text.

The supervisor(s) shall be expected to:

- Click here to enter text.

SIGNATURES

Place, Date:

Doctoral Candidate:
[NAME]

Place, Date:

Supervisor (CET member 1):
[NAME] , [DEPARTMENT/INSTITUTION]

Place, Date:

Co-supervisor (cotutelle):
[NAME] , [DEPARTMENT/INSTITUTION]

Place, Date:

Complementary domain expert (optional):
[NAME] , [DEPARTMENT/INSTITUTION]

Glossary

ADR	Autorisation à diriger les recherches /Autorisation to supervise a doctoral candidate
BED	Bureau des Études Doctorales/Office of Doctoral Studies
CET	Comité d'encadrement de these/Thesis supervision committee
DC	Doctoral Candidate
DE	Doctoral Education
DEA	Doctoral Education Agreement
DP	Doctoral Programme
DS	Doctoral School
ECTS	The European Credit Transfer and Accumulation System
LARI	Luxembourg Agency for Research Integrity
LI	Luxembourg Institute
RE	Règlement des Études / Study regulations
ROI	Règlement d'ordre intérieur / Internal regulations
RTP	Research and Training Plan
TS	Transferable Skills
UL	University of Luxembourg
VRR	Vice Rector for Research