

**Statute of the “Center for Doctoral Studies Lübeck” (CDSL)
of the University of Lübeck**

from 21 November 2023 (NBl. HS MBWK Schl.-H. p. 95)

Preamble

It is a central task of the University of Lübeck to provide doctoral programmes as a university-specific training process for early-career researchers. To this end, the University of Lübeck strives to create optimum conditions for the qualification of early-career researchers in the course of doctoral studies, both within and outside of structured doctoral programmes. The Center for Doctoral Studies (CDSL), which supports the aspects of doctoral studies, was founded with this in mind.

Section 1

Status and tasks of the CDSL

- (1) The CDSL is a central institution of the University of Lübeck. It is subject to the technical and legal supervision of the Executive Board, which delegates the technical supervision to an Advisory Board. In order to fulfil its tasks, the CDSL is allocated human and material resources for independent management in the budget of the University of Lübeck.
- (2) The CDSL promotes the career development of early-career researchers, advises the members of the Science Campus Lübeck on issues relating to doctoral studies, and supports the Executive Board in the further development and quality assurance of these phases of scientific qualification. In addition, it offers a structured continuing education programme for doctoral students of all disciplines at the University of Lübeck. The CDSL is also the awarding office for doctoral scholarships according to the statute on the awarding of scholarships by the “Center for Doctoral Studies Lübeck” (CDSL) of the University of Lübeck and the process developed for this purpose.
- (3) The respective sections remain responsible for carrying out the doctoral process in accordance with the doctoral regulations of the University of Lübeck.

- (4) Each section (Medicine, Computer Science/Technology, and Natural Sciences) is represented in the CDSL by a representative who acts as ombudsperson in doctoral matters and can be contacted via the CDSL. On the recommendation of the CDSL, the representatives are elected by the responsible doctoral commission (doctoral committee) and appointed by the Executive Board.

Section 2

Organisation of the CDSL

The CDSL bodies and officers are:

1. the Advisory Board (Section 3),
2. The Academic Director of the CDSL and their deputy (Section 4) and
3. the Office (Section 5).

The CDSL also includes the Graduation Service Area (Section 7) and the Graduate School Lübeck, GSL, (Section 6), which supports the doctoral study programmes and equivalent structured continuing education programmes of the University of Lübeck.

Section 3

Advisory Board

- (1) The members of the Advisory Board are elected by the Senate. The term of office of the members of the Advisory Board is two years. Re-election is possible. The Advisory Board is composed of:
1. the Academic Director and their deputy,
 2. the academic directors of the various scientific branches of the GSL or their deputies,
 3. The chairperson of the doctoral commission for Medicine,
 4. one enrolled doctoral student from each branch of the GSL,
 5. one enrolled doctoral student who is doing a doctorate in medicine,
 6. the chairperson or a nominated deputy of the PhD Council of the University of Lübeck,

7. four to seven representatives who adequately represent the spectrum of research areas at the University of Lübeck and the doctoral degrees awarded there, and
8. the manager of the CDSL Office.

The members of the Advisory Board pursuant to numbers 1 and 2 must be regular professors (W2, W3 or equivalent). The members pursuant to number 7 must be university lecturers. Membership is subject to the fulfilment of the aforementioned conditions. If these are no longer applicable, another person must be elected by the Senate for the remaining term of office. One person may hold several positions, but only one vote may be cast.

- (2) The meetings of the Advisory Board may be attended by guests without voting rights, in particular by spokespersons of third-party-funded programmes that also include doctorates in part (e.g. International Training Networks, Research Training Groups, Collaborative Research Centres, Research Centres), spokespersons of the profile areas of the University of Lübeck and representatives of cooperation partners of scientific institutions of the University of Lübeck.
- (3) The Advisory Board is responsible for
 1. deciding on the use of the human and material resources allocated to it by the budget of the University of Lübeck,
 2. developing proposals for the further development of the CDSL, in particular the offers for structured training of doctoral students,
 3. commenting on drafts of selection statutes, study and examination regulations concerning the graduate school and doctoral regulations of the University of Lübeck as well as preparing corresponding drafts, and
 4. questions of essential importance for the CDSL, unless otherwise provided for in the university's statutes and guidelines.

The Advisory Board acts as a commission that decides on the awarding of competitive doctoral scholarships and the second (final) scholarship extension.

- (4) The Advisory Board reports to the Senate on the work of the CDSL once a year.

- (5) The Advisory Board meets at least every six months in non-public meetings chaired and convened by the Academic Director of the CDSL. Every member has the right to demand that a meeting be convened for important reasons.
- (6) The Advisory Board has a quorum if at least half of all voting members are present or participate in the meeting via digital media and the meeting has been duly convened. Resolutions are taken by a majority of the votes cast. Abstentions and invalid votes are counted as votes not cast. In the event of a tie, a motion is deemed rejected.

Section 4

Academic Director of the CDSL

- (1) The Academic Director and their deputy are appointed by the Executive Board for a period of five years on the recommendation of the Advisory Board and after consultation with the Senate, notwithstanding Section 3 (1) sentence 2. Re-appointment and termination are possible.
- (2) The Director and their deputy represent the CDSL externally, prepare the meetings of the Advisory Board, and implement its resolutions. The Director is the line manager of the CDSL staff. The Director is responsible for all CDSL matters unless otherwise provided in this Statute.
- (3) The Director has the following tasks in detail:
 - 1. responsibility for ensuring the development of the interdisciplinary teaching programme and the programme for sharing transversal skills,
 - 2. proposals for and advice on the further development of selection statutes, study and examination regulations and doctoral regulations for the CDSL and for the GSL doctoral programmes,
 - 3. responsibility for preparing a draft for the use of central resources and personnel assigned to the CDSL for these tasks for resolution by the Advisory Board,
 - 4. responsibility for organising decentralised quality assurance measures in the field of doctorates,
 - 5. monitoring compliance with supervision agreements and continuing education regulations within the framework of structured doctoral programmes.

- (4) The Director reports to the Advisory Board on request.

Section 5

Office

- (1) The CDSL has an Office. The Office has a manager, whose appointment is the responsibility of the Academic Director of the CDSL.
- (2) The Office supports the Academic Director in the performance of the day-to-day business and in the day-to-day operation of the CDSL. It is also responsible for the tasks of the Graduation Service Area and the GSL.
- (3) The Office is responsible for the following tasks:
1. developing the (interdisciplinary) teaching programme and the programme for sharing transversal skills,
 2. the public image of the CDSL,
 3. promoting cooperation with other universities and scientific institutions at home and abroad,
 4. preparing a draft for the use of central resources and personnel assigned to the CDSL for these tasks for resolution by the Advisory Board,
 5. organising decentralised quality assurance measures in the field of doctorates,
 6. advising on and coordinating applications for doctoral programmes at third-party funding providers,
 7. monitoring compliance with supervision agreements and continuing education regulations within the framework of structured doctoral programmes.

Section 6

Content-related orientation of the GSL

- (1) Within the CDSL, the GSL is responsible for the doctoral study programmes and the equivalent structured continuing education programmes of the University of Lübeck and, as such, is in particular responsible for:

1. the offer of structured doctoral programmes for all branches of science represented at the university,
2. the integration and supervision of structured doctoral programmes funded by third parties,
3. the integration and supervision of doctoral programmes established with external institutions, including the doctoral programmes carried out jointly with the Technische Hochschule Lübeck.

(2) The GSL currently comprises three branches:

- Biomedicine,
- Computing in Medicine and Life Science,
- Humanities.

The individual branches each have an individual training programme with corresponding individual examination regulations. Overarching aspects are regulated by the framework examination regulations of the structured doctoral programmes of the University of Lübeck. The doctoral regulations of the University of Lübeck are to be applied for the doctoral examinations.

(3) Each branch has a chairperson and a deputy who are identical with the chairperson of the examination committee of the respective doctoral programme and their deputy. The chairperson and their deputy are elected by the Senate. They are particularly responsible for:

1. the provision of specific courses,
2. the integration of collaborative projects,
3. the preparation of proposals for changes to the curriculum,
4. the development of proposals for cooperation at the Science Campus Lübeck and beyond.

(4) A doctoral programme of the University of Lübeck is able to join one of the branches with regard to content and organisation.

(5) The modules of the branches can also be taken individually by doctoral students of the University of Lübeck as guest students. Otherwise, Section 8 of this Statute applies.

Section 7

Graduation Service Area

- (1) The Graduation Service Area serves as the central point of contact for all doctoral students enrolled at the University of Lübeck and is managed by the Office manager. The Graduation Service Area has the following tasks in particular:
1. ensuring advice and supervision of doctoral candidates,
 2. advising supervisors and applicants in the field of third-party-funded doctoral programmes, and
 3. organising decentralised quality assurance measures in the field of doctorates.
- (2) It cooperates closely with the doctoral committees responsible for doctoral examination procedures.
- (3) The manager of the CDSL Office coordinates regularly with the course coordinators and the Coordination Office for Internal Continuing Education with regard to the range of courses and possible synergies.

Section 8

Supervision agreement

To complete a doctorate at the University of Lübeck, it is mandatory to conclude a supervision agreement using the template provided by the CDSL. In particular, this includes regulations on the duration of the project and the tasks and duties of doctoral candidates and supervisors.

Section 9

Quality assurance for doctoral positions

The CDSL reports to the Executive Board at least once a year regarding discontinuations, complaints from doctoral candidates about supervision, and doctorates for which the agreed doctoral period has been exceeded by more than 50%. The CDSL is to be informed about the filling of all doctoral positions.

Section 10
Doctoral scholarships

The scholarship regulations of the University of Lübeck apply to the award of doctoral scholarships.

Section 11
Entry into force/Expiry

This Statute enters into force the day after its announcement. At the same time, the Statute of the “Center for Doctoral Studies Lübeck” (CDSL) of the University of Lübeck from 20 November 2014 (NBl. MSGWG Schl.-H. p. 77), last amended by Statute from 07 November 2017 (NBl. HS MBWK Schl.-H. p. 95) becomes invalid.