**STUDY PLAN AND SUPERVISION AGREEMENT FOR DOCTORAL STUDIES**

The purpose of this plan is to record the content and timetable of each individual student’s doctoral project and to agree the responsibilities and duties of the student (supervisee) and the supervisor(s). Both the supervisee and supervisor(s) get a copy of the plan after which it will be archived. The plan will be mutually revised as needed and revised versions are stored.

1. **STUDENT’S BASIC INFORMATION**

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| **Name** |  |
| **Student number** |  |
| **Main subject and doctoral programme** |  |
| **Target degree** |  |
| **Admission to doctoral studies granted (date)** |  |

1. **THE DISSERTATION**

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| --- | --- |
| **Preliminary title and a short description (if needed)** |  |
| **Dissertation format** | **Monograph**  **Article-based dissertation**  **To be decided** |
| **Dissertation language** | **Finnish**  **English**  **Swedish**  **Other language, what?** |

1. **RESOURCES**

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| --- | --- |
| **Studying is** | **Full-time**  **Part-time** |
| **Funding of studies** | **Funding is secured at least for some time. Specify time and source of funding.**  **No funding is secured, but intending to apply. Specify source.**  **No external funding will be applied. Short description of the funding of studies:** |

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| **Use of Faculty’s premises and equipment.** | **Office space and equipment are applied from the Faculty.**  **Yes**  **No**  **Enquire for the possibility of a work space from your faculty’s HR services.**  **More information:** |

1. **CAREER PLANS**

What are your plans immediately after you have completed your doctoral degree? Where do you see yourself in the future? (Academic career in Finland/abroad, non-academic career. How should you prepare for these different options during your doctoral studies? Has your plans for your career stayed the same or changed while writing your dissertation?)

What are the steps you should take to ensure that you will reach your goal? (International mobility plan, recognizing and developing working life skills, networking on a national and international level, developing wider experience outside your main expertise area)

1. **TIMETABLE**

The purpose of the timetable below is to help the supervisee and the supervisor(s) to concretely perceive the progress and structure of the degree and its main objectives and to support systematic guidance and supervision. The timetable can also be used to help to identify student’s existing researcher and working life skills and to help career planning (to answer to the question: Why do I conduct research?). Please, use your doctoral programme curriculum as a reference. **NOTE!** Applicants for the right to study can complete section 5. later.

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|  | 1st year | 2nd year | 3rd year | 4th year | 5th year | Completed (year) | Credits (ECTS) |
| **Research-related Doctoral Studies (40 ECTS credits)** |  |  |  |  |  |  |  |
| Courses expanding on the Master’s degree |  |  |  |  |  |  |  |
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| Studies in the field of the dissertation |  |  |  |  |  |  |  |
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| Research seminar in major subject |  |  |  |  |  |  |  |
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| Other studies |  |  |  |  |  |  |  |
| Research ethics (obligatory for students beginning their studies in the autumn 2015 or thereafter) |  |  |  |  |  |  |  |
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| Studies complementing the Master’s degree |  |  |  |  |  |  |  |
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| **Licentiate Thesis (90 ECTS credits)** |  |  |  |  |  |  |  |
| Planning on completing:  yes  no |  |  |  |  |  |  |  |
| Title: |  |  |  |  |  |  |  |
| **Doctoral Dissertation (200 ECTS credits)** |  |  |  |  |  |  |  |
| Title: |  |  |  |  |  |  |  |
| **Total amount of credits completed each year (ECTS credits)** |  |  |  |  |  |  |  |

**5. SUPERVISION**

**Supervisor(s) and potential steering group**

**Responsible Supervisor**

|  |  |
| --- | --- |
| **Name** |  |
| **Degree and title** |  |
| **Institution** |  |
| **Contact information** |  |
| **Percentage (%) of supervision** |  |

**2nd Supervisor**

|  |  |
| --- | --- |
| **Name** |  |
| **Degree and title** |  |
| **Institution** |  |
| **Contact information** |  |
| **Percentage (%) of supervision** |  |

**3rd Supervisor**

|  |  |
| --- | --- |
| **Name** |  |
| **Degree and title** |  |
| **Institution** |  |
| **Contact information** |  |
| **Percentage (%) of supervision** |  |

**Sharing of responsibilities between supervisors**

Who is the primary supervisor, if the responsibilities are shared 50 % / 50 %? Is this supervisor mainly responsible any statements/recommendations the supervisee may need and the pre-examination process of the doctoral dissertation? How are the responsibilities shared between supervisors: do all supervisors advice on the research topic(s), does one supervisor only direct (some aspect of) the chosen methods? Is there anything else that should be agreed on?

**Meetings between supervisee and supervisor**

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| --- | --- |
| **Frequency of joint supervising meetings** | **Joint meetings       times per year** |
| **Main means of contacting** |  |
| **Revision and updating the plan** | **Time(s) per year** |

**If one or more supervisors change or added, you must fill in a separate application for confirming the new supervisor(s).**

Supervisee and supervisor’s responsibilities and duties are in Appendix 1.

Revisions to this plan are to be made in co-operation between the supervisee and the supervisor(s). Possible disagreements are firstly solved through mutual conversation, secondly in the doctoral education committee or in some body appointed by the Faculty in question.

Date

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Signature of the supervisee

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Signature of the 1st supervisor Signature of the 2nd supervisor

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Signature of the 3rd supervisor

**Appendix 1: Rights and responsibilities of doctoral students and supervisors during a thesis process**

**Doctoral students are expected to:**

Supervision and progress of research

* prepare a supervision agreement with their supervisor(s)
* keep the supervision agreement and personal study plan up-to-date
* stay on the schedule agreed with the supervisor
* inform the supervisor of all changes that may significantly affect the progress and schedule of  their research
* take responsibility for the progress of their research
* ensure that they complete the mandatory and optional studies counted towards their doctoral degree in accordance with the study plan besides conducting dissertation research
* discuss the overall progress of their dissertation and the achieved results with their main supervisor on an annual basis  The other supervisors are also advised to attend these annual meetings.
* To ensure that licentiate/doctoral students make effective progress towards their degree, supervisors are encouraged to discuss progress with full-time students at least once a month and with part-time students at least four times a year.

 Good scientific practice

* be familiar with and adhere to the principles of academic integrity and research ethics
* become familiar with and comply the principles of good scientific practice during the thesis process (such as learn how to identify violations of good scientific practice)

 Meetings between student and supervisor

* prepare carefully for each meeting with their supervisor
* send excerpts of their thesis to the supervisor well in advance before a meeting
* write a short memo of the points discussed at the meeting and send it to the supervisor
* contact the supervisor through mutually agreed upon channels to request guidance and support but work independently and show initiative

 Dissertation and publication

* maintain active contact with their supervisor while writing their research papers
* agree on the principles concerning co-authored publications in advance with the supervisor
* The author of a dissertation is responsible for the language and content of the final dissertation (including text, images, tables and references) and for the research data, results and conclusions presented in the dissertation.

Mobility and funding

* seek to build professional relationships with international partners as agreed upon with the supervisor
* look into potential funding opportunities and actively seek funding for their research

**Doctoral students who meet the above requirements are entitled to receive active supervision.**

**Supervisors are expected to:**

Supervision and progress of research

* prepare a supervision agreement with the student. The agreement must at least specify the topic of the thesis and the target completion time, identify the supervisors and their mutual division of duties, and describe the practical supervisory arrangements.
* guide and support the student in the choice of research topic and with defining research questions, mapping out existing body of knowledge, preparing a detailed research plan and conducting the research
* advice the student on how to agree on the use of research data and store data
* monitor that the manuscript satisfies the scientific and formal  
  requirements for doctoral dissertations
* discuss the overall progress of their dissertation and the achieved results with the student on an annual basis The other supervisors are also advised to attend these annual meetings.
* To ensure that licentiate/doctoral students make effective progress towards their degree, supervisors are encouraged to discuss progress with full-time students at least once a month and with part-time students at least four times a year.
* participates in the preparation of a supervision agreement and the student’s personal study plan and in updating the documents
* supports the students in exploring potential future employment and career options in and outside academia

Meetings between student and supervisor

* prepare carefully for each meeting with the student
* look into the materials submitted by the student before each meeting
* stay on the schedule agreed with the student and respond to the student’s questions and feedback requests within a reasonable time
* inform the student of any changes that may significantly affect the supervisor’s ability to provide supervision to the student
* make peer support available to the doctoral student, if possible (such as regular research seminars, group meetings between students and their supervisor, etc.)
* attend events where the student presents his or her work, if possible

   Good scientific practice

* adhere to the principles of academic integrity and research ethics and ensure that the student becomes familiar and complies with the principles of good scientific practice (such as learn to identify violations of these practices)
* ensure that a manuscript intended as a doctoral dissertation undergoes an originality check and examine the originality report produced by the plagiarism detection software together with the student from the perspective of good scientific practice.

Mobility and funding

* at their own discretion, write letters of recommendations and statements related to, for example, research funding awarded to the licentiate/doctoral student or the building of professional contacts in Finland and abroad

  Dissertation and publication

* participate in refining the student's research papers and identifying relevant publication channels
* agree on the principles concerning co-authored publications in advance with the student
* The main supervisor decides when a manuscript intended as a doctoral dissertation is ready to be submitted for preliminary examination

Mobility and funding

* If a student is pursuing a double degree, the supervisor and members of administrative staff are responsible for preparing the required agreement and agreeing on the management of the double degree with the partner university.
* support the student in the acquisition of research funding, if possible
* Encourages the student to seek international experience and offers advice on the timing and other arrangements concerning a study period abroad

**When supervisors meet these requirements, they are entitled to expect their students to make progress towards their degree according to plan.**