**SUPERVISION PLAN**

**1) Purpose**

The supervision plan is an agreement between the doctoral candidate and the supervisors. It complements the personal study plan of the doctoral candidate and the faculty's recommendations on supervision practices in doctoral studies. With this plan, the supervisors and the doctoral candidate agree to work in collaboration and in the agreed timeframe with a completed PhD degree as the goal. The targeted completion time is 4 years.

**2) Parties to the plan**

 **Doctoral candidate**

 Name, student register number and contact information (phone/email/address):

 **UGIS supervisor**

 Name, post held, contact information (phone/email) areas of responsibility:

 **Other supervisors**

 Name, post held, contact information (phone/email) areas of responsibility:

 Name, post held, contact information (phone/email) areas of responsibility:

 **Members of the thesis advisory committee** (if applicable)**:**

 Member:

 Area of expertise:

 Member:

 Area of expertise:

**3) Content of the supervision plan**

 **Doctoral research**

 Topic of doctoral research:

 Started (mm/yy):

 Estimated time of completion (mm/yy):

 Mode of attendance: a) full-time b) part-time

 Agreed meeting frequency:

 How the doctoral candidate reports on the progress of the thesis project:

 Month and year when supervisor and PhD candidate review the plan:

**Doctoral candidate’s responsibility**

* carefully prepares for the meetings and follows the agreed timetables
* completes doctoral studies independently with the supervisors’ support
* prepares a personal study plan and revises it at least annually
* annually participates in the agreed number of doctoral study courses
* is responsible for the progress of the thesis project and research and for informing the supervisors on the progress made according to the agreed reporting schedule and in the agreed way
* gives a presentation on the progress of the thesis project once a year (unless otherwise agreed) in the research seminar of the department or comparable university unit
* informs the supervisors of all the changes that considerably affect working conditions, progress of the thesis project or keeping the agreed schedule

**Supervisor's responsibility**

* commits to supervising the doctoral candidate’s research and doctoral education throughout all stages and respects the agreed timetables and deadlines
* gives feedback regularly and within a reasonable amount of time
* familiarises the doctoral candidate with academic work and practical matters related to scientific qualifications (e.g. publications, conferences, researcher mobility, ethical principles) in a mutually agreed way
* assists the doctoral candidate in getting funding: gives information on funding opportunities and writes references when needed
* assesses whether the doctoral thesis manuscript is ready for evaluation
* informs the doctoral candidate of any significant changes that affect supervision arrangements
* supports the doctoral candidate’s career planning (e.g. customizing the studies and review discussions)

**4) Other details / aspects**

The supervision plan expires if the doctoral candidate is transferred to the passive register.

The supervisors take care that the doctoral candidate gets acquainted with the standard practices complied in the university concerning the following entities:

* rights and usage of research project's materials and results
* principles of article publishing
* authors' names and order
* rights and patents for inventions developed in research projects
* open science and publication policy at University of Turku

In possible problem situations related to the supervision relationship, the doctoral candidate should contact the responsible professor at his/her major subject, Head of the Department or the Director of the Doctoral programme.

When another supervisor is appointed, a new supervision plan is made with the supervisors.

Signed on \_\_\_\_\_/\_\_\_\_\_ 20\_\_\_\_\_\_\_

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Supervisor (UGIS supervisor) Doctoral candidate

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Supervisor Supervisor