



**FACULTY OF HUMANITIES
SUPERVISION PLAN**

1) Purpose

The supervision plan is an agreement between the doctoral candidate and the supervisor. 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 supervisor and the PhD candidate agree to work in collaboration and in the agreed timeframe with a completed PhD degree as the goal.

2) Parties to the plan

Doctoral candidate

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

Supervisor

Name, post held and contact information (phone/email/address):

Additional supervisors and division of work between supervisors

2nd supervisor: Role and areas of responsibility:

Possible 3th supervisor: Role and areas of responsibility:

3) Content of the supervision plan

Doctoral research

Topic of doctoral research:

Started (mm/yy):

Estimated time of completion (mm/yy):

Doctoral candidate is working on the doctoral research: a) full-time, b) part-time

Agreed meeting frequency: at least _____ times during one year. The supervision plan will also be reviewed at the meeting.

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



Doctoral candidate's responsibility

- carefully prepares for the meetings and follows the agreed timetables
- completes doctoral studies independently with the supervisor's 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 supervisor 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
- informs the supervisor 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
- gives guidance to the doctoral candidate in applying funding: gives information on funding opportunities (together with the Research Services of the Faculty) and gives references when needed
- assesses whether the PhD thesis manuscript is ready for evaluation
- informs the doctoral candidate of any significant changes that affect supervision arrangements

4) Other details / aspects

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

The supervisor takes 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

Signed on ___/___/20___