SUPERVISION PLAN (UTUGS template)

A doctoral candidate and their supervisor(s) draft a supervision plan together. This plan complements the research plan and the personal postgraduate study plan (HOPS).

In drafting the supervision plan, the doctoral candidate and their supervisor(s) commit to working in cooperation and within the schedule agreed upon towards a completed doctoral degree.

The division of responsibilities between supervisors should be registered in the plan, with a mention of who will receive the annual follow-up report and comment on whether or not the doctoral candidate’s study right should remain active on the UGIS portal. It is also recommended that an agreement be made on with which supervisor the doctoral candidate should negotiate on their postgraduate study plan, and who will approve study attainments to be included in the doctoral candidate’s postgraduate studies.

1. Doctoral candidate and supervisors

Doctoral candidate

(name, position and contact information)

Supervisor

(name, position and contact information)

Role and responsibilities in supervision:

Supervisor

(name, position and contact information)

Role and responsibilities in supervision:

1. Contents of supervision plan

Thesis topic:

Date of beginning of thesis project:

Estimated date of completion:

Research work is a) full-time b) part-time

- Agreed upon interval of reporting and meetings:

- Method with which the doctoral candidate will report on their progress:

1. Rights and responsibilities of supervisor and doctoral candidate

The rights and responsibilities of the doctoral candidate

* The doctoral candidate is responsible for planning and completing their studies.
* The doctoral candidate commits to long-term, demanding work, to keeping to agreed-upon schedules, and to immediately notifying their supervisor of any significant delays in their dissertation work.
* The doctoral candidate carefully prepares for supervision meetings, and keeps to agreed-upon meeting schedules.
* The doctoral candidate annually completes the agreed-upon amount of postgraduate studies, and regularly reports to their supervisor on the progress of their research work.
* The doctoral candidate is responsible for the progress of their research work and for actively seeking advice and guidance in case of problems.
* The doctoral candidate must take into consideration suggestions related to doctoral training that are based on their supervisor’s expertise and knowledge.
* The doctoral candidate is entitled to supervision meetings and to feedback on their studies and research from their supervisor(s) according to an agreed-upon schedule.
* The doctoral candidate is ultimately responsible for all decisions concerning their research.

The rights and responsibilities of the supervisor

* When agreeing to supervise a doctoral candidate, the supervisor commits to regular communication with the doctoral candidate, and to a long-term supervisory relationship. They also commit to informing the doctoral candidate of any significant changes in their circumstances that may affect their ability to supervise the doctoral candidate.
* The supervisor ensures that the doctoral candidate is familiarised with the principles of academic work and other academic practices (e.g. publication, conferences, international mobility, ethical principles), aids in e.g. seeking funding, and provides references and recommendations as needed.
* The supervisor encourages the doctoral candidate’s research work and delivering the doctoral candidate’s texts to both supervisors and the scientific community for commenting. The supervisor provides critical, constructive feedback regularly and within a reasonable amount of time. The supervisor does not complete work for the doctoral candidate.
* The supervisor, or other entity as determined by the Faculty, monitors the quality of the doctoral candidate’s dissertation work and evaluates the dissertation manuscript to ensure it meets the standards for preliminary examination set by the Faculty.
* The supervisor supports the doctoral candidate in finalising their dissertation and preparing for public defence.

The shared responsibilities of the supervisor and the doctoral candidate

* The supervisor and the doctoral candidate familiarise themselves with Faculty regulations and recommendations on doctoral education.
* The supervisor and the doctoral candidate agree to follow good academic practices.
* The supervisor and the doctoral candidate ensure that practices concerning shared publications and projects are agreed upon at as early a stage as possible and in accordance with [Finnish national Board on Research Integrity TENK recommendations for research publications.](https://www.tenk.fi/sites/tenk.fi/files/TENK_suositus_tekijyys.pdf)
* The supervisor and the doctoral candidate commit to drafting an agreement on the use and licencing of research materials and results.
* If the research work undertaken may result in inventions or patents, the supervisor and the doctoral candidate agree upon the principles of the use and licensing of these inventions or patents at as early a stage as possible.

1. Other matters and agreements

The rector’s decision on supervision of doctoral candidates at the University of Turku is observed when drafting a supervision plan.

When required, the following matters are agreed upon in either the supervision plan or a separate agreement:

* [The use and licencing of results and data collected in research projects]
* [The principles of co-authoring and co-publishing, the names of authors and the order of their appearance in publications]
* [The use and licencing of patents created in research projects]
* [Other matters, such as the doctoral candidate’s participation in teaching and work groups]

This plan was drafted on \_\_\_/\_\_\_ 20\_\_\_

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doctoral candidate supervisor

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supervisor supervisor

Original copy: doctoral candidate  
Further copies: supervisors, Faculty if required, copy added to UGIS portal by doctoral candidate