



SUPERVISION AGREEMENT AND STUDY PLAN FOR DOCTORAL / LICENTIATE STUDIES

Doctoral Student and Supervisors should fill out this Supervision Agreement during the first semester of studies. If there are changes in Supervisors or in research plan, the Agreement must be updated. The underlying goal of the agreement is that the student and Supervisors discuss about the form, content, practices and timetable of doctoral studies and dissertation/licentiate studies and thesis as well as the division of responsibility between Supervisors. At the same time, the student and Supervisors agree on each party's duties and responsibilities during the process.

1. STUDENT INFORMATION

| | |
|---|---|
| Name | |
| Student number | |
| Major and doctoral programme | |
| Target degree | <p>Is it a double degree?</p> <input type="checkbox"/> yes (a separate contract is required) <input type="checkbox"/> no |
| Study right to doctoral studies began (date) | |

2. THE DISSERTATION / LICENTIATE THESIS

| | |
|---|--|
| Tentative title and a short description (if necessary) | |
| Dissertation / thesis format | <input type="checkbox"/> Monograph <input type="checkbox"/> Article-based dissertation/thesis* <small>*For example, the International Committee of Medical Journal Editors (ICMJE) recommends that authorship be based on the following four criteria:</small> 1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND 2. Drafting the work or revising it critically for important intellectual content; AND 3. Final approval of the version to be published; AND 4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved |
| Dissertation/thesis language | <input type="checkbox"/> Finnish <input type="checkbox"/> English <input type="checkbox"/> Swedish |
| Ethical assessment | <p>Does the research plan require ethical assessment?</p> <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not sure |



3. RESOURCES

| | |
|---------------------|---|
| Studying is | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time |
| Funding for studies | <input type="checkbox"/> Funding is secured at least for some time. Specify time and source of funding. <input type="checkbox"/> No funding is secured, but intending to apply. Specify source. <input type="checkbox"/> No applications for external funding. Short description of the funding of studies: |

| | |
|--|--|
| The use of Faculty's premises and equipment. | <p>Student requests office space and equipment from the Faculty.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Enquire for the possibility of a workspace from your Faculty's HR services.</p> |
|--|--|

4. CAREER GOALS

What are your plans 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? Have your career plans stayed the same or changed during the dissertation/thesis process?)

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



5. TIMETABLE AND PERSONAL STUDY PLAN (HOPS)

The purpose of the timetable below is to help the Doctoral/Licentiate Student and the Supervisors to perceive the structure of the degree and its intermediate goals. The timetable can also help to identify the student’s existing research and working life skills and to help career planning (to answer to the question: Why do I conduct research?). Use your doctoral programme curriculum as a reference.

Degree timetable and intermediate steps (write down mode of work or objective)

The student will participate and present the study in the seminar of the field of:

1st year

| | |
|-------------------------------|------|
| | Plan |
| Dissertation/thesis* | |
| Studies within the discipline | |
| Other studies | |
| Studies abroad | |
| Publications | |

* Dissertation/thesis timetable and intermediate steps can include e.g. research plan, theoretical framework, collecting data, data analysis, reporting, writing manuscript, preliminary examination, doctoral defence.

2nd year

| | |
|-------------------------------|------|
| | Plan |
| Dissertation/thesis | |
| Studies within the discipline | |
| Other studies | |
| Studies abroad | |
| Publications | |

3rd year

| | |
|-------------------------------|------|
| | Plan |
| Dissertation/thesis | |
| Studies within the discipline | |
| Other studies | |



| | |
|-----------------------|--|
| Studies abroad | |
| Publications | |

4th year

| | Plan |
|--------------------------------------|-------------|
| Dissertation/thesis | |
| Studies within the discipline | |
| Other studies | |
| Studies abroad | |
| Publications | |

6. SUPERVISION

Supervisors and possible follow-up group

Main Supervisor

| | |
|----------------------------|--|
| Name | |
| Degree and title | |
| Place of work | |
| Contact information | |

Second Supervisor

| | |
|----------------------------|--|
| Name | |
| Degree and title | |
| Place of work | |
| Contact information | |

Third Supervisor

| | |
|----------------------------|--|
| Name | |
| Degree and title | |
| Place of work | |
| Contact information | |



Follow-up Group (if applicable)

| | |
|--|--|
| Name, place of work, degree, title, contact information | |
| Name, place of work, degree, title, contact information | |
| Name, place of work, degree, title, contact information | |

The division of responsibilities between Supervisors

The division of responsibilities has been discussed: **yes**
 no

Communication between the student and the Supervisors

| | |
|--|--|
| Supervisory meetings | Meeting frequency has been discussed <input type="checkbox"/> yes <input type="checkbox"/> no |
| Planned frequency of supervisory meetings | Joint meetings times per year |
| Main means of contact | |
| How fast can feedback be expected? | |

Follow-up Group tasks and timetable

| | |
|--|--|
| Follow-up group role and meeting timetable. | |
|--|--|



If one or more supervisors change or are added, this must be confirmed by drafting a free-form application that contains signatures from all parties. Submit the application to Head of Study Affairs at the Faculty of Social Sciences.

The student’s and Supervisor’s responsibilities and duties are described in Appendix 1.

If the plan requires updating, the student and Supervisors should draft updates in cooperation. Possible disagreements are primarily solved through discussion, secondly in the Faculty’s Scientific Postgraduate Committee or in some other body appointed by the Faculty in question.

Date

/ /

Signature of the Doctoral/Licentiate Student

Signature of the Main Supervisor

Signature of the 2nd supervisor

Signature of the 3rd supervisor

The Supervision Agreement has been added to the study register. **yes**

Name of the person responsible of the register entry + date _____

The Supervision Agreement and Study Plan are archived in the Faculty Offices.

PLEASE NOTE THAT IF YOU WISH TO ADD COURSES COMPLETED OUTSIDE OF THE UNIVERSITY OF TAMPERE TO YOUR STUDY REGISTER, YOU MUST SUBMIT EITHER A LIST SIGNED BY THE MAIN SUPERVISOR OR A TRANSCRIPT OF RECORDS FROM ANOTHER UNIVERSITY.



Appendix 1. Doctoral/Licentiate Student and Supervisor responsibilities and duties

The Student agrees to:

- maintain a supervisory relationship with the Supervisor(s) and to being active in communication
- submit an annual progress report to the Supervisor(s)
- be the central player in the research work
- be aware of degree requirements and to update the personal study plan (HOPS)
- actively acquire skills and knowledge needed to advance the research
- adhere to the agreed working timetable and to inform the Supervisor about factors that may affect the progress of the work
- send the Supervisor(s) parts of the manuscript for comments in due time before meetings, according to what has been agreed
- present in the meetings all potential questions and possible worries concerning the work
- consider the Supervisor's comments concerning the dissertation/thesis
- comply with the rules of responsible conduct of research in the supervisory relationship and in conducting research and to discuss these issues with the Supervisor, if necessary
- discuss possible research funding and career opportunities with the Supervisor
- form an agreement with the Supervisor about the principles of co-authored publications well in advance.

The Supervisors agree to:

- supervise the doctoral/licentiate research diligently throughout all its stages and to adhere to the agreed working timetable
- give feedback regularly, within reasonable time, and read the texts submitted for supervisory meetings
- acquaint the student to the practices of academic work and other scientific activities (e.g. publications, conferences, international mobility, ethics) in a mutually agreed way
- notify the student about factors that may affect supervising. If a Supervisor is unable to perform the supervisory duties, (s)he attempts to find a replacement and also informs the Faculty. In case of changes, an official Dean's decision is required.
- present in the meetings all potential questions and possible worries concerning the work
- comply with the rules of responsible conduct of research in the supervisory relationship and to discuss these issues with the student
- discuss possible research funding and career opportunities with the student
- assist the student, if necessary, to apply for research funding by forwarding information about funding opportunities and by writing statements of recommendation
- form an agreement with the student about the principles of co-authored publications well in advance.

If a disagreement arises between the student and the Supervisors, either party can request that the matter be settled in the Scientific Postgraduate Committee.