

SUPERVISION PLAN

Doctoral candidate	Student number
Email address	Telephone number

Supervising professor	
Thesis advisor	Thesis advisor
Planned form of dissertation	Full-time/part-time studies
Start date	Scheduled time of degree completion
Title of dissertation	

If the supervising professor is unable to supervise the doctoral candidate until graduation (e.g. if the supervising professor retires, or has a terminable contract), who will continue as the supervising professor?

Site of doctoral research: _____

Funding arrangements: _____

The aim of this supervision plan is to communicate the general principles of good supervision to the doctoral candidate and to offer both the candidate and the supervising professor/thesis advisor a possibility to discuss and to reach an agreement on the outlines of the supervision process. The supervision plan explains the responsibilities of the supervising professor, thesis advisor(s) and of the doctoral candidate during the supervision process.

The supervision plan will remain in force no later than up to the scheduled time of degree completion. The supervision plan is updated if changes occur in the supervision, for instance if the supervising professor or thesis advisor changes. As necessary, the plan may be updated also at other times at the initiative of the doctoral candidate, supervising professor, or thesis advisor. Should the student have any questions regarding the supervision responsibilities, s/he should primarily contact the supervising professor. As necessary, the student may also contact the office of the doctoral programme.

The responsibilities of the doctoral candidate are:

1. Preparing a personal study plan for the doctoral studies at the start of the doctoral studies and updating it as necessary;
2. Preparing a research plan with the help of the supervising professor and carrying out research according to the plan independently and in a self-directed manner within the limits of the research project;
3. Familiarising him/herself with the ethical principles of scientific research and acting in compliance with good scientific practice in his/her research;
4. Aiming at actively publishing research results in the publication forums of the field;
5. Aiming at, together with the supervising professor, securing funding for the doctoral studies;
6. Reporting on the progress of the research to the supervising professor on a regular basis;
7. Notifying the supervising professor of any changes necessary to the doctoral study plan, or of any problems with following the plan and
8. Annually enrolling at the university during the enrolment period.

AGREEING ON THE RESPONSIBILITIES OF SUPERVISING PROFESSOR (SP) AND THESIS ADVISOR(S) (TA)

- | | | |
|--|--------------------------|--------------------------|
| 1. Is responsible for the supervision of the doctoral candidate and supports the implementation of the financing plan; | SP | TA |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Handles the arrangements related to the supervision of the doctoral candidate and may also act as a thesis advisor; | SP | TA |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Goes through the personal curriculum of the doctoral candidate, which includes a plan of executing the research work and a plan for | SP | |
| | <input type="checkbox"/> | |

the theoretical studies. In addition, s/he follows up on the progress of the studies and that of the research work on a regular basis*;

4. Is responsible for ensuring that the doctoral candidate is aware of good scientific practice and the ethical principles followed in his/her field of research as well as of the regulations concerning immaterial property rights, and monitors that the candidate adheres to such principles;

SP TA

5. Encourages the doctoral candidate to actively publish his/her research results in the publication forums of the field of research in question, and guides him/her in publication writing*;

SP TA

6. Is responsible for ensuring that full-time doctoral candidates are not burdened excessively with duties other than doctoral research work**;

SP TA

7. Is responsible for ensuring that the doctoral candidate is aware of the requirements for a doctoral dissertation and of the stages included in the preliminary examination and the public examination of the dissertation*;

SP TA

8. Makes sure that the doctoral candidate makes the necessary corrections proposed to the doctoral dissertation manuscript by the preliminary examiner*;

SP TA

9. Assists the doctoral candidate in career planning, and

SP TA

10. Immediately informs the doctoral candidate of any significant changes in the supervision relationship.

SP TA

*The supervising professor is responsible for making sure the dissertation fulfills the requirements set for a dissertation at the student's school. Thesis advisor cannot be solely responsible for numbers 7 and 8.

**This is a matter of the student's employment contract and usually predetermined by student's department/unit.

Planned frequency of reporting:

- to the supervising professor _____
- to the thesis advisor _____

Planned frequency of meetings:

- the doctoral candidate and supervising professor: _____
- the doctoral candidate and thesis advisor: _____

The supervising professor /thesis advisor familiarises him/herself with the materials and text submitted for each meeting before the meeting. **The doctoral candidate** submits to the supervising professor and/or thesis advisor the agreed-upon text and materials for comments ___ days before the scheduled meeting.

Ways of contacting (e.g. at whose initiative are meetings primarily organised): _____

Note particularly/Other: _____

SIGNATURE OF APPLICANT

Date	Signature
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SIGNATURE OF SUPERVISING PROFESSOR

Date	Signature
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SIGNATURE OF THESIS ADVISOR

Date	Signature
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SIGNATURE OF THESIS ADVISOR

Date	Signature
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APPENDICES

Please check the required appendices from the office of your school at into.aalto.fi. Submit the form to the office of your doctoral programme.

This supervision plan is based on the decision on the supervision of doctoral candidates at Aalto University made by the Aalto University Academic Affairs Committee:

https://inside.aalto.fi/download/attachments/17729429/AAK_ptk_8_2011_tarkastettu.pdf?version=1&modificationDate=1331108536000