**Supervision agreement for doctoral studies
Doctoral Programme in School, Education, Society and Culture (SEDUCE)**

In the Doctoral Programme in School, Education, Society and Culture,each doctoral candidate has

* **coordinating academic**, who is professor or a docent employed by the faculty and familiar with the rules and practices related to doctoral education at the University of Helsinki.
* at least **two supervisors** who hold a doctoral degree. At least one of the supervisors must be in a permanent or long-term employment at the Faculty awarding the doctoral degree and at least one of the supervisors must hold the title of docent or similar scientific qualifications. The coordinating academic can be one of the supervisors.

**The applicant (doctoral candidate), the coordinating academic and supervisors** must sign the supervision agreement.

The supervision agreement must state precisely how often the applicant will participate in discussions with the supervisor(s) and seminars, and how often he or she will report on the progress of the dissertation project. In addition, the agreement must describe the distribution of work between the supervisors as well as the other responsibilities of the supervisors and the doctoral candidate.

The applicant’s supervision contracts are archived as attachments to electronic applications. The Doctoral Programme’s Steering Committee, the Dean and the Faculty Council have access to the contracts. Supervision agreements for doctoral students who have been awarded a study right are made in [Thessa](https://thessa.helsinki.fi/).

Supervision agreements are not binding at the application stage; they only become binding if the right to complete a degree is granted.

**Basic information:**

|  |  |
| --- | --- |
| Applicant |  |
| E-mail |  |
| Phone |  |
| Working title of the dissertation |  |

|  |  |
| --- | --- |
| Coordinating academic |  |
| Supervisors |  |
| Time target for submitting the dissertation for pre-examination |  |

**The doctoral candidate** agrees to

* keep to the planned timeframe of the dissertation work
* be well prepared for the meetings with the supervisor
* send the required papers to the supervisor in time before the meeting
* bring to the meeting’s agenda issues and potential problems to be discussed in the meeting
* consider carefully the supervisor’s comments on the contents and progress of the dissertation work
* report regularly to the supervisor on the progress of the dissertation work
* apply for funding according to the funding plan
* notify the supervisor immediately of issues that hinder the progress of the dissertation work

**The supervisor** agrees to

* familiarise him/herself with the materials and text submitted for each meeting in advance
* be prepared to discuss in the meeting the key issues concerning the dissertation and its progress
* bring to the meeting’s agenda issues and potential problems to be discussed in the meeting
* give advice on on the contents and progress of the dissertation work, including literature, central concepts and methodology as well as potential publications and presentations
* talk to the doctoral candidate about his/her goals and career plans
* support the doctoral candidate in applying for funding (e.g. references)
* notify the doctoral candidate immediately of changes in the supervisory relationship

**In addition,** it is the **coordinating academic’s** duty to

* ensure the continuation of doctoral candidates supervision together with the steering committee of doctoral programme
* make sure that the doctoral candidate is familiarized with the requirements of the doctoral degree and the dissertation examination process

**We agree to the following terms concerning the supervision of doctoral studies:**

Student and supervisor participation in personal supervisory discussions/postgraduate

seminars/research group meetings in which the student will report on the progress of his

or her research:

Division on labour between the supervisors:

Confidentiality agreements, if relevant to the research:

Other issues:

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signatures:**

**Applicant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Coordinating academic**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_