



## **Supervision contract for doctoral studies at the Faculty of Educational Sciences Rights and obligations of the doctoral student and the supervisor**

The Faculty of Educational Sciences assigns each postgraduate student

- responsible professor
- and 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 responsible professor can be one of the supervisors.

**The postgraduate student, the responsible professor and supervisors** must always sign a supervision contract, which is usually valid for four years from the date of signature. **The Head of the Department** must also sign the contract, if the supervision involves fees. No fee for external supervision will be paid unless separately agreed. If no supervision fee is paid, the supervision will be recorded as scientific collaboration. The applicant must obtain the necessary signatures.

The supervision contract must state as precisely as possible how often the student 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 contract must describe the distribution of work between the supervisors as well as the other responsibilities of the supervisors and the student, such as organising seminars. The contract commits the student to defend his or her dissertation at the Faculty of Educational Sciences. The student and the supervisors commit themselves to inform the Steering Committee of the Doctoral Programme if one of the supervisors is unable to serve in the supervisory duty.

When a supervisor takes an international doctoral student to be supervised, she/he is obliged to arrange an English speaking seminar.

Supervisory contracts are archived as attachments to electronic applications. The archiving responsibility rests with the Faculty's research affairs administrators. The Faculty collects the contracts and files them according to the applicant's name as well as the year in which he or she was granted the right to complete a degree. The Doctoral Programme's Steering Committee and the Faculty Council have access to the contracts.

### *Language revision of the dissertation manuscript*

Language revision on the dissertation manuscript is recommended, if the postgraduate student and the supervisor deem it necessary.

*Article-Based dissertations:* The Faculty pays the language revision for article-based dissertations (both articles and summary) in the University's Language Services.

*Monograph dissertations:* For students, whose study rights have begun before 31.7.2017, the Faculty supports the language revision of monograph dissertations up to 250 pages, maximum 3400€ per student. For students, whose study rights have begun after 31.7.2017, the Faculty supports only the language revision of article-based dissertations and therefore the student is responsible for the costs of the language revision.

Preferably the language revision takes place after pre-examiners' statements.

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**The postgraduate student:**

Name:

Degree:

email:

Phone:

Doctoral programme:

Title of the dissertation:

We agree to the following terms and conditions concerning the supervision of postgraduate 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 of labour between the supervisors:

Duties of the supervisors:

Duties of the student:

Confidentiality agreements, if relevant to the research:



Other issues:

This contract is valid until: \_\_\_\_\_ and may be extended as needed.

Date \_\_\_\_\_ and signatures:

**Postgraduate student:**

Signature

**Coordinating professor:** \_\_\_\_\_

Signature

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

Academic degree:  
Organisation:  
email:  
Phone:

Signature

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

Academic degree:  
Organisation:  
email:  
Phone:

Signature

**Head of the Department**

Signature