**Supervision contract 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 a professor in the Faculty. The coordinating academic may, in exeptional cases and for a justified reason, also be a docent, who is familiar with the doctoral education and dissertation practices in the University of Helsinki and is in a permanent employment in the Faculty.
* 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 doctoral candidate, the coordinating academic and supervisors** must sign a supervision contract. In case one of the supervisors expects remuneration, it must be indicated in the contract.Fee for external supervision will not be paid unless separately agreed. If no supervision fee is paid, the supervision will be recorded as scientific collaboration.

The supervision contract must state precisely 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.

The supervision agreement will be updated if significant changes take place in the supervision arrangements or in the doctoral student’s situation. The student and the supervisors commit themselves to inform the Doctoral Programme planner if one of the supervisors is unable to serve in the supervisory duty.

Should any problems arise, the supervisor and doctoral student should first try to reach a solution together. If necessary, the supervisor and/or doctoral student may contact the planner of the Doctoral Programme.

The supervision agreement is valid usually **for four years**. The duration of the agreement may be extended on suitable grounds and with the permission of both the supervisor and the doctoral student.

Supervision contracts are archived in the Faculty, where the archiving responsibility rests with the Faculty’s research affairs administrators. New student’s contracts are archived also as attachments to electronic applications. The Doctoral Programme’s Steering Committee and the Faculty Council have access to the contracts. Renewed contracts are submitted to [Thessa](https://thessa.helsinki.fi/).

**Basic information:**

|  |  |
| --- | --- |
| Doctoral student |  |
| 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 and conditions 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:

Fees for external supervision (if agreed upon):

Other issues:

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

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

 **Signatures:**

**Doctoral candidate**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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