**Supervision contract for doctoral studies, Doctoral Programme in Biomedicine**

In the Doctoral Programme in Biomedicine (DPBM),each doctoral researcher has:

* **1-3 supervisors**
* **a coordinating academic**
* **2-3 thesis committee members**

**The doctoral researcher, supervisor(s) and coordinating academic** must sign the supervision contract. The thesis committee is not obligatory at the application stage, but it must be formed, and the first meeting arranged within the first semester after being accepted.

The supervision contract must state precisely how often the doctoral researcher will participate in discussions with the supervisor(s), and how often the doctoral researcher will report on the progress of the dissertation project and the funding plan for applicant’s living expenses and for project costs. In addition, the contract must describe the distribution of work between the supervisors as well as the other responsibilities of the supervisors and the doctoral researcher.

The applicant’s supervision contracts are archived as attachments to electronic applications. The Doctoral Programme’s Board, the Dean and the Faculty Council have access to the contracts. Supervision agreements for doctoral researchers who have been awarded a study right are made in [Thessa](https://thessa.helsinki.fi/), so please note that the content of this supervision agreement needs to be transferred into Thessa if a study right is awarded.

**Basic information:**

|  |  |
| --- | --- |
| Doctoral researcher |  |
| Working title of the dissertation |  |
|  |  |

|  |  |
| --- | --- |
| Supervisor(s) |  |
| Coordinating academic |  |
| Time target for submitting the dissertation for pre-examination |  |

**The doctoral researcher** agrees to

* keep to the planned timeframe of the dissertation work
* be well-prepared for meetings with the supervisor
* send any required documents to the supervisor in time before the meeting
* bring to the meeting’s agenda matters and potential problems for discussion
* 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
* if relevant: apply for funding according to the funding plan, below
* notify the supervisor immediately of issues that hinder the progress of the dissertation work

**The supervisor** agrees to

* familiarise him/herself with any materials and/or text submitted for each meeting in advance
* be prepared to discuss in the meeting key issues concerning the dissertation and its progress
* bring to the meeting’s agenda matters and potential problems to be discussed in the meeting
* give advice on the contents and progress of the dissertation work, including literature, central concepts, and methodology as well as potential publications and presentations
* discuss with the doctoral researcher about his/her goals and career plans
* support the doctoral researcher in applying for funding (e.g., by providing reference letters)
* notify the doctoral researcher immediately of changes in the supervisory relationship
* instruct the doctoral researcher in good scientific practice and the ethical principles followed in the field of research of the doctoral researcher
* mentor the doctoral researcher on choosing appropriate publication channels for the dissertation work, including awareness and avoidance of predatory journals
* discuss with the doctoral researcher about publishing policies and principles of joint publications

**We agree to the following terms and conditions concerning the supervision of**

**doctoral studies:**

Research shows that regular supervisory meetings support both progress of doctoral studies and wellbeing. Describe here doctoral researcher and supervisor participation in supervisory meetings in which the doctoral researcher will report on research progress, and the supervisor(s) will give feedback and support the progress of the research work; include the planned frequency of such meetings (e.g., once every two weeks).

If there is more than one supervisor, describe the division of labour between supervisors:

Funding plan for applicant’s living expenses and for project costs. Specify existing and planned funding sources (or applicant’s self-funding) here. Funding for the first year, covering both applicant's living expenses and project costs, must be confirmed at the application stage. Supervisor commits to funding the living expenses of the doctoral researcher for at least 1 year if no other funding is available.  (*If self-funded:* *note that the cost of living in Finland is such that you must have at least EUR 1,000 per month at your disposal to sustain yourself*.)

Living expenses covered by:

Project costs covered by:

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

Signed:
**Doctoral researcher**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary supervisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor 2**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor 3**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Affiliation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* together with the doctoral programme’s board to ensure that the doctoral researcher receives continuous supervision
* make sure that the doctoral researcher is familiarized with the requirements of the doctoral degree and the dissertation examination process
* if the doctoral researcher needs a new supervisor, coordinating academic will help them find one

The coordinating academic is a professor of the doctoral researcher’s home faculty or a docent employed by the faculty with good knowledge of the requirements and practices of doctoral studies at the University of Helsinki. The coordinating academic’s duties do not actually include dissertation supervision, but the dissertation supervisor may also be appointed as the coordinating academic if they fulfill the above-mentioned criteria. If supervisor/s are not employed by the University of Helsinki, the coordinatic academic approves the doctoral researchers courses completed outside the University of Helsinki. More about the role of the coordinating academic from here: <https://teaching.helsinki.fi/instructions/article/role-coordinating-academic-dissertation-supervision>

**Choose your highest academic title:** Professor / associate professor / docent

The faculty of the University of Helsinki **where I am employed**:

[ ]  Faculty of Medicine (In the Faculty of Medicine professors, associate professors and docents may act as the coordinating academics for doctoral researchers. **Note! A docent contract alone is not enough!)**

[ ]  Faculty of Biological and Environmental sciences (Find the list of the coordinating academics from here: <https://www.helsinki.fi/en/faculty-biological-and-environmental-sciences/research/doctoral-education/coordinating-academic-doctoral-researcher>

[ ]  Faculty of Pharmacy (In the Faculty of Pharmacy, professors and associate professors may act as the coordinating academics for a doctoral researcher)

[ ]  Faculty of Veterinary Medicine (In the Faculty of Veterinary Medicine professors and associate professors, and also a person in charge of a discipline may act as the coordinating academics for doctoral researcher)

[ ]  Faculty of Agriculture and Forestry (In the Faculty of Agriculture and Forestry professors and associate professors may act as the coordinating academics for doctoral researcher)

[ ]  Faculty of Science (In the Faculty of Science professors and associate professors may act as the coordinating academics for doctoral researcher)

I confirm that I am familiar with his/her supervision arrangements, application, and its appendices.

Name of the coordinating academic\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date Signature of the coordinating academic