# SUPERVISING AGREEMENT

The Graduate School recommends that the doctoral candidate and the primary supervisor make a supervising agreement at the beginning of the doctoral path (this document). In addition, the two should co-operate to make the doctoral candidate’s personal study plan (in Finnish referred to as JOPS, jatko-opintosuunnitelma). You can combine these two into a single document if it seems useful. Please check and update the content of the document(s) regularly as you proceed on the doctoral path.

The guidelines of the Finnish Advisory Board on Research Integrity (TENK) advise you to agree on at least the following:

• aims of the dissertation

• planned schedule for courses and research

• responsibilities, duties and rights of both the candidate and the supervisor

• how to prepare for supervising meetings and what is expected of the candidate

• principles for supervising and the content and frequency of meetings

• solving problems connected with supervising

• authorship in article dissertations and joint articles

• principles for completion of articles and their evaluation

• collection, use and future use of research data

• third parties participating in the research (e.g. interview research)

• ethical procedures from the viewpoint of the research, such as complying with the guidelines for responsible conduct of research

• need for ethical review

• potential double degree and how to complete it. An agreement on a double degree between two universities should be made no later than 1.5 years from the date of starting doctoral studies.

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| **Doctoral candidate** |  |
| **Supervisor** |  |
| **Faculty and degree** |  |
| **Doctoral programme** | Discipline-specific doctoral programme  Thematic, multidisciplinary doctoral programme *The Arctic in a Changing World*  All doctoral candidates have the possibility to participate in the wide range of courses organised by the University’s Graduate School. The list of courses offered by the Graduate School is available online via [www.ulapland.fi/doctoral](http://www.ulapland.fi/doctoral) > For doctoral candidates.  You can later change the programme based on an educated decision made in agreement with the supervisor(s) after thorough thinking. |
| **The date when the doctoral study right began** |  |
| **Working title of the dissertation** |  |
| **Aims of the dissertation** |  |
| **Questions pertaining to research ethics** | The supervisory relationship is part of the research process. Guidelines for research integrity support responsible conduct of research. Both the doctoral candidate and the supervisor should familiarise themselves with the [recommendations](http://www.tenk.fi/sites/tenk.fi/files/media/TENK_UNIFI_ohjeistus_vaitoskirjaprosessi.pdf) made by the Finnish Advisory Board on Research Integrity about supervising and examination of a dissertation. |
| **Ethical review** | [Needed](https://www.ulapland.fi/EN/Research/Responsible-research/Ethical-review)  Not needed |
| **Form of the dissertation** | Monograph Article dissertation Artistic dissertation |
| **Planned schedule for courses** | Certain courses are included in the doctoral degree. It is possible to take these courses within two years usually. |
| **Planned schedule for research** | The recommended time of completion for a doctoral degree in Finland is four years. If you are carrying out an article dissertation or artistic research, it is advisable to agree on a schedule for publications and exhibitions. |
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| **Responsibilities, rights and duties of the doctoral candidate** | The doctoral candidate can express his or her opinion about suitable supervisors. The candidate can suggest suitable supervisors and the candidate’s opinion is taken into account when supervisors are appointed.  The candidate is the key contributor to the dissertation and is responsible for its progress. The candidate has the right to ask and receive comments. The candidate is also responsible for informing his or her supervisors about progress. The researcher has the right to decide public communication and presenting connected with the research. |
| **Responsibilities, rights and duties of the supervisor** | Supervisors are appointed by the faculty. Official supervisory relationships, confirmed by the faculty, are public information. The supervisor confirmed by the faculty has be right to be heard when other supervisors are appointed, and when the pre-examiner and opponent are chosen.  The supervisor is responsible for guiding the candidate and supporting the candidate in building academic expertise. The supervisor commits to advancing the dissertation on a long-term basis and to advising about the content. Supervisors ensure the quality of the dissertation and its eligibility for pre-examination. It is recommended that the supervisors agree on sharing responsibilities. Supervising cannot be, and it should not even be, always like-minded. The supervisors should recognise any disagreements and let the doctoral candidate make independent decisions. |
| **Principles and planned work cycle for supervising** |  |
| **Guidelines for the candidate: preparing for supervising meetings** |  |
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| **Second supervisor, university** |  |
| **Date of appointment by the faculty** |  |
| **Role and responsibilities in supervising** |  |
| **Practices agreed on** |  |
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| **Plan for data collection, its use and future use** |  |
| **Principles for authorship in joint articles** |  |
| **Principles for completion and publication of articles or artistic productions** |  |
| **Principles for solving any problems connected with supervising** | It is possible to make changes to supervising arrangements as the research proceeds. An official change of supervisor can be made if the research topic takes a new focus or the supervisory relationship does not work. In such a case, the candidate or supervisor should request for a change.  The leadership of faculties and units is responsible for being active when a conflict in a supervisory relationship takes place. If the conflict cannot be solved by means of guidance, it is possible to discontinue the supervising agreement. The faculty confirms the discontinuation and appoints a new supervisor. In conflicts requiring labour protection, measures are taken according to relevant guidelines. |
| **Other** |  |

Signatures

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Date Doctoral candidate Supervisor