**UPERVISION PLAN**

**for Doctoral Students**

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| Name of doctoral student | Click or tap here to enter text. |
| Student number | Click or tap here to enter text. |
| Major | Click or tap here to enter text. |
| Campus | Choose an item. |

|  |  |
| --- | --- |
| Degree supervisor | Click or tap here to enter text. |
| Thesis supervisor(s) | Click or tap here to enter text. |

The aim of this supervision plan is to communicate the general principles of good supervision to the doctoral student and to offer both the student and the degree supervisor /thesis supervisor a possibility to discuss and to reach an agreement on the outlines of the supervision process. The supervision plan explains the responsibilities of the degree supervisor, thesis supervisor(s) and of the doctoral student during the supervision process.

 The supervision plan will remain in force no later than up to the scheduled time of degree completion. The supervision plan is updated if changes occur in the supervision, for instance if the degree supervisor or thesis supervisor changes. As necessary, the plan may be updated also at other times at the initiative of the doctoral student, degree supervisor, or thesis supervisors. Should the student have any questions regarding the supervision responsibilities, s/he should primarily contact the degree supervisor. As necessary, the student may also contact the Manager of the Hanken PhD programme or Doctoral Studies Coordinator.

The tasks of the supervisor are

* to guide the student in preparing the study plan for doctoral studies
* to give guidance related to planning and completing the research work
* to assist and support the student in his or her applications for research financing
* to give comments on the research texts produced by the student
* to encourage the student to take own initiative and work independently
* to help the student connect with other researchers of the field in Finland and abroad
* to encourage the student to take part in international conferences and possibly to work for a certain period of time abroad

The doctoral student shall commit him-/herself to completing his/her studies. He/she shall

* report the progress in studies to their supervisor regularly at least once a year
* submit research texts to be commented on
* keep the supervisor informed of the plans for financing the research
* take part in seminars, meetings of researchers and conferences
* also try to conduct the research abroad
* take responsibility for the research work and studies actively
* try to follow the agreed timetable without endangering the quality of the work

**Planned frequency of reporting:**

|  |  |
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| to the degree supervisor  |  Click or tap here to enter text. |
| to the thesis supervisor | Click or tap here to enter text. |

**Planned frequency of meetings:**

|  |  |
| --- | --- |
| the doctoral candidate and degree supervisor:  | Click or tap here to enter text. |
| the doctoral candidate and thesis supervisor:  | Click or tap here to enter text. |

**The degree supervisor /thesis supervisor** familiarises him/herself with the materials and text submitted for each meeting before the meeting. **The doctoral student** submits to the degree supervisor and/or thesis supervisor the agreed-upon text and materials for comments days before the scheduled meeting.

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| **Ways of contacting** (e.g. at whose initiative are meetings primarily organised):  | Click or tap here to enter text. |

**Note particularly/Other:**

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| Click or tap here to enter text. |

**Student’s signature**

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| Place | Date | Signature and clarification of signature |
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**Degree Supervisor’s signature**

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| Place | Date | Signature and clarification of signature |
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