

SUPERVISION PLAN

Validity of the plan: until the scheduled time of graduation

Doctoral students go through their supervision plans with their supervising professors at least once a year. The supervision plan is updated if changes occur in the supervision, for instance if the supervising professor or thesis advisor changes, or if requested by one of the parties involved. **If the supervising professor is unable to supervise the doctoral student until graduation (e.g. if the supervising professor retires, or has a terminable contract), a successor needs to be agreed in close collaboration with the supervising professor and the department. (a successor is always required in SCI).**

Supervision plan is one part of the doctoral personal study plan (see [Degree regulations on doctoral education](#)). The aim of the supervision plan is to decide on the practicalities of the supervision. The supervision plan explains the responsibilities of the supervising professor, thesis advisor(s) and of the doctoral student during the supervision process. **See definitions for supervising professor, co-supervisor and thesis advisor in the Degree regulations on doctoral education (link above).**

Doctoral student	Email address
Start date	Scheduled time of degree completion

Supervising professor	☐ Supervising professor also acts as an advisor
Email address	
Supervising professor's potential successor (mandatory at SCI)	
Email address	
Co-supervisor (if appointed on special grounds, e.g. Cotutelle)	
Email address	Affiliation

Thesis advisor 1	Degree
Email address	Affiliation
Thesis advisor 2	Degree
Email address	Affiliation
Thesis advisor 3	Degree
Email address	Affiliation

Planned form of the thesis ☐ article ☐ monograph ☐ research paper (only BIZ, SCI) ☐ other	☐ Doctoral thesis includes artistic components
Title of doctoral thesis	Site(s) of doctoral research

RESPONSIBILITIES OF THE STUDENT

(according to "Supervision at Aalto University", approved by AAC):

1. To prepare a doctoral personal study plan (DPSP) for the doctoral studies at the start of the doctoral studies and updating it as necessary. DPSP includes 1) credit plan (Sisu); 2) research plan; 3) supervision plan; 4) financing plan; and 5) career plan. [More information \(aalto.fi\)](#)
2. To prepare a research plan with the help of the supervising professor and to carry out the research according to the plan independently and in a self-directed manner within the limits of the research project;
3. To familiarize themselves with the ethical principles of scientific research and to act in compliance with good scientific practice in their research. [More information \(aalto.fi\)](#).
4. To aim at actively publishing and disseminating the research results in the publication fora of the field and for wider audiences; and to provide teaching related to the research field and to communicate the results of their research to others;
5. To aim at, together with the supervising professor, secure funding for the doctoral studies;
6. To report on the progress of the research to the supervising professor on a regular basis;
7. To notifying the supervising professor of any changes necessary to the DPSP, or of any problems with following the DPSP and
8. To annually enroll to the university during the enrolment period.

RESPONSIBILITIES OF THE SUPERVISING PROFESSOR (SP)

1. To supervise the doctoral student
2. To go through the doctoral personal study plan (DPSP) and to support the implementation of the financing plan;
3. To follow up on the progress of the studies and research work on a regular basis, minimum once a year. This follow-up requirement concerns both full-time and part-time students;
4. To discuss with the doctoral student the collection of research data, its use and reuse after the doctoral thesis work;
5. To discuss at the start of their supervision relationship the questions of research ethics and related practices relevant to the work of the student;
6. To discuss with the doctoral student questions of authorship, especially in articles with multiple authors, and agreeing on how various research contributions should be referenced in publications in accordance to the [Finnish National Board on Research Integrity guidelines](#);
7. To ensure that the doctoral student is aware of the requirements of a doctoral thesis and of the stages included in the preliminary examination and the public examination of the thesis;
8. To make sure that the doctoral student makes the necessary corrections proposed to the doctoral thesis manuscript by the preliminary examiners;
9. To acts as the custos at the public defence

AGREEING ON THE RESPONSIBILITIES OF SUPERVISING PROFESSOR (SP) AND THESIS ADVISOR(S) (TA)

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 (co-supervisor/thesis advisor initials)

1. Provides guidance in the execution of the research and instructs the doctoral student in critical and independent thinking in research and artistic activities. Supports and encourages the doctoral student.

SP	TA	TA	TA
☐	☐	☐	☐

2. Is responsible for ensuring that the doctoral student is aware of the [Finnish National Board on Research Integrity's](#) good scientific practice and the ethical principles followed in their field of research (e.g. regulations concerning immaterial property rights, [authorship](#), collection and use of research data), and monitors that the student adheres to such principles.

SP	TA	TA	TA
☐	☐	☐	☐

3. Encourages the doctoral student to actively publish and disseminate their research results in the publication forums of the field of research in question, and guides them in publication writing;

SP	TA	TA	TA
☐	☐	☐	☐

4. Is responsible for ensuring that full-time doctoral students are not burdened excessively with duties other than doctoral research work*;

SP	TA	TA	TA
☐	☐	☐	☐

5. Assists the doctoral student in career planning; ensures that the doctoral studies and research process equip the doctoral student with not only research skills but also transferable skills;

SP	TA	TA	TA
☐	☐	☐	☐

6. Immediately informs the doctoral student of any significant changes in the supervision relationship;

SP	TA	TA	TA
☐	☐	☐	☐

7. Is responsible for the artistic components of the thesis (if applicable).

SP	TA	TA	TA
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*This applies to students working in employed positions at the Department and is a matter of the student's employment contract, usually predetermined by student's department/unit.

Content related responsibilities / areas of expertise of each advisor:

Thesis advisor	
Thesis advisor	
Thesis advisor	

MEETINGS AND REPORTING

Recommended reporting/meeting frequency for a full-time doctoral student is twice a month.

Planned frequency of meetings:

Student and supervising professor	
Student and thesis advisor	
Student and thesis advisor	
Student and thesis advisor	

Also to be discussed: who calls the meeting together, how each party will prepare for the meeting, are they held in person or online etc.

Preferred channel of communication

Student and supervising professor	
Student and thesis advisor	
Student and thesis advisor	
Student and thesis advisor	

Planned frequency and form of reporting

Student and supervising professor	
Student and thesis advisor	
Student and thesis advisor	
Student and thesis advisor	

Also to be discussed: How many days before the meeting the student must submit the materials to be discussed

Other notes

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SIGNATURES OF THE SUPERVISION PLAN

I approve this supervision plan

SIGNATURE OF APPLICANT/DOCTORAL STUDENT

Date	Signature
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SIGNATURE OF SUPERVISING PROFESSOR

Date	Signature
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SIGNATURE OF SUCCESSOR SUPERVISING PROFESSOR (required in SCI)

Date	Signature
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SIGNATURE OF CO-SUPERVISOR (if appointed on special grounds, e.g. in Cotutelle agreements)

Date	Signature
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SIGNATURE OF THESIS ADVISOR 1

Date	Signature
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SIGNATURE OF THESIS ADVISOR 2

Date	Signature
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SIGNATURE OF THESIS ADVISOR 3

Date	Signature
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