

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 nominated.

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. Should the student have any questions regarding the supervision responsibilities, they should primarily contact the supervising professor. If necessary, the student may contact the [Doctoral education services](#).

Doctoral student	Student number
Email address	Telephone number
Start date	Scheduled time of degree completion

Supervising professor*	<input type="checkbox"/> Supervising professor also acts as an advisor
Email address	Telephone number
Supervising professor's potential successor (required at SCI)	
Email address	Telephone number
Co-supervisor* (if appointed on special grounds, e.g. Cotutelle)	
Email address	Telephone number
Thesis advisor*	
Email address	Telephone number
Thesis advisor	
Email address	Telephone number
Thesis advisor	
Email address	Telephone number
Planned form of the thesis <input type="checkbox"/> article <input type="checkbox"/> monograph <input type="checkbox"/> essay (only BIZ, SCI) <input type="checkbox"/> other	<input type="checkbox"/> Doctoral thesis includes artistic components
Title of doctoral thesis	
Site(s) of doctoral research	

* See definitions for supervising professor, co-supervisor and thesis advisor at [Degree regulations on doctoral education](#).

RESPONSIBILITIES OF THE STUDENT

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

1. Preparing 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. Preparing a research plan with the help of the supervising professor and carrying out research according to the plan independently and in a self-directed manner within the limits of the research project;
3. Familiarizing themselves with the ethical principles of scientific research and acting in compliance with good scientific practice in their research. [More information \(aalto.fi\)](#).
4. Aiming at actively publishing and disseminating the research results in the publication fora of the field and for wider audiences; and providing teaching related to the research field and communicating the results of their research to others;
5. Aiming at, together with the supervising professor, securing funding for the doctoral studies;
6. Reporting on the progress of the research to the supervising professor on a regular basis;
7. Notifying the supervising professor of any changes necessary to the DPSP, or of any problems with following the DPSP and
8. Annually enrolling at the university during the enrolment period.

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

	SP	(thesis advisor initials)		
1. Is responsible for the supervision of the doctoral student and supports the implementation of the financing plan;	<input type="checkbox"/>			
2. Is responsible for the work division between the supervising professor and thesis advisor(s)	<input type="checkbox"/>	SP		
3. 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.	<input type="checkbox"/>	SP	TA	TA
3. Goes through the doctoral personal study plan (DPSP) and follows 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*;	<input type="checkbox"/>	SP	TA	TA
4. Is responsible for ensuring that the doctoral student is aware of the Finnish Advisory Board on Research Integrity's good scientific practice and the ethical principles followed in their field of research as well as of the regulations concerning immaterial property rights, and monitors that the student adheres to such principles. To this end, the supervising professor and the doctoral student have a discussion at the start of their supervision relationship in order to look into the questions of research ethics and related practices relevant to the work of the student. This includes discussing questions of authorship, especially in articles with multiple authors, and agreeing how various research contributions should be referenced in publications in accordance to the Finnish Advisory Board on Research Integrity guidelines. The supervising professor and doctoral student will also discuss the collection of research data, its use and reuse after the doctoral thesis work.	<input type="checkbox"/>	SP	TA	TA

5. 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 <input type="checkbox"/>	TA <input type="checkbox"/>	TA <input type="checkbox"/>	TA <input type="checkbox"/>
6. Is responsible for ensuring that full-time doctoral students are not burdened excessively with duties other than doctoral research work**;	SP <input type="checkbox"/>	TA <input type="checkbox"/>	TA <input type="checkbox"/>	TA <input type="checkbox"/>
7. Is responsible for ensuring that the doctoral student is aware of the requirements for a doctoral thesis and of the stages included in the preliminary examination and the public examination of the thesis*;	SP <input type="checkbox"/>			
8. Makes sure that the doctoral student makes the necessary corrections proposed to the doctoral thesis manuscript by the preliminary examiners*;	SP <input type="checkbox"/>			
9. 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 <input type="checkbox"/>	TA <input type="checkbox"/>	TA <input type="checkbox"/>	TA <input type="checkbox"/>
10. Immediately informs the doctoral student of any significant changes in the supervision relationship; and	SP <input type="checkbox"/>	TA <input type="checkbox"/>	TA <input type="checkbox"/>	TA <input type="checkbox"/>
11. Acts as the custos at the public defence	SP <input type="checkbox"/>			

*The supervising professor is responsible for the implementation of the DPSP and making sure the thesis fulfills the requirements set for a doctoral thesis. Thesis advisor cannot be solely responsible for numbers 7 and 8.

**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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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

Date	Signature
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SIGNATURE OF CO-SUPERVISOR

Date	Signature
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SIGNATURE OF THESIS ADVISOR

Date	Signature
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SIGNATURE OF THESIS ADVISOR

Date	Signature
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SIGNATURE OF THESIS ADVISOR

Date	Signature
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