
Doctoral student’s ISP reg. no.

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**Individual study plan for doctoral (third-cycle) studies**

RevisionsSteering group decision: minutes no., date

|  |  |
| --- | --- |
| ISP initially verified, version 1 |       |
| Verified revised version 2 |       |
| Verified revised version 3 |       |
| Verified revised version 4 |       |
| Verified revised version 5 |       |

**General information**

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| Name      | Third-cycle education started/first day of employment *(year/month/day)*      |
| Personal ID number      | Email address      |
| Telephone number      | School       |
| Research area for third-cycle studies      | Third-cycle subject area      |
| Planned degree [ ]  Lic [ ]  Ph.D [ ]  Planned lic. stage  | Planned date of doctoral defence *(state semester/year or date)*      |
| Reason for licentiate degree      | Type of thesis[ ]  Monograph [ ]  Compilation thesis |
| Preliminary thesis title       |
| Study plan for the entire third-cycle degree. This version is valid from – to *(12-month period)[[1]](#footnote-1)*      |
| Scope of employment under current employment decision *(full-time or part time in percent. If employment has ceased, state date of termination)*      |
| Ongoing or planned absence/leave during the period *(parental leave, elected position in a trade union, service in the defence forces, sick leave. NB! Only state the date and scope in percent - reason need not be provided)*      |
| Planned departmental duties during the period *(state approximate number of clock hours)*      |

**Financier**

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| [ ]  Foundation for Baltic and East European Studies/BEEGS [ ]  Foundation for Baltic and East European Studies/project [ ]  University’s direct government funding for research [ ]  Other *(e.g. research grants from external financier, other employer – state which)*       |

**Ethical review**

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| Must an application for ethical approval be submitted for studies included in this thesis project? [ ]  Yes, approval will be applied for[ ]  Approval received *(append documentation)* [ ]  No, approval not necessaryIf no, state why:       |

**Ethics courses***(courses are not obligatory and do not give credits)*

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| Participated in the following trainings/workshops arranged by the university’s council for research ethics (or equivalent): Name of course/workshop:       Date:      Name of course/workshop:       Date:      Name of course/workshop:       Date:      Comments:       |

**Summary of the planned thesis project *(maximum 300 words)***

*Short summary of the planned thesis project, e.g. purpose, issues, hypotheses, method, theoretical framework, planned and published articles*. *Doctoral students funded by the Foundation for Baltic and East European Studies must state the thesis project's connection to and relevance for the Baltic Sea Region and Eastern Europe in the summary.*

*NB! Update every year! Don’t forget to also update information about your thesis project on the university’s website (e.g. on your profile page and the subject’s webpage).*

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**Supervision**

*Total 480 clock hours for the whole period of study (4 years full-time): 320 for the principal supervisor and 160 hours for other supervisors. Supervision hours may be redistributed between supervisors and include all supervisory duties, meetings, etc.*

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| **Supervisor 1** (principal supervisor) – *title, first and last name, higher education institution, e-mail*     Responsible for:      | **Supervisor training**[ ]  Yes [ ]  No |
| **Supervisor 2** – *title, first and last name, higher education institution, e-mail*     Responsible for:      | **Supervisor training**[ ]  Yes [ ]  No |
| **Supervisor 3** – *title, first and last name, higher education institution, e-mail*     Responsible for:      | **Supervisor training**[ ]  Yes [ ]  No |
| Planned supervision per supervisor during the current 12-month period – *scope in clock hours and frequency* Supervisor 1 (principal supervisor)      Supervisor 2      Supervisor 3       |
| Completed supervision per supervisor, up to and including the end date of the previous individual study plan – *scope in clock hours* *(as provided by head of department)*Supervisor 1 (principal supervisor)      Supervisor 2      Supervisor 3      Any deviations from planned supervision       |

**General planning for the whole third-cycle degree**

*Each year is equivalent to 12 months, starting from the first date of employment.[[2]](#footnote-2)*

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| Has the general plan changed from the previous year’s study plan?[ ]  Yes [ ]  NoIf yes, specify the deviations from the plan and why they occurred:      |
| **Year 1** *State dates (from – to)*      Specification of planned course and thesis work, seminars, participation in higher seminars, conferences, departmental duties, planned absence, etc.      |
| **Year 2** *State dates (from – to)*      Specification of planned course and thesis work, seminars, participation in higher seminars, conferences, departmental duties, planned absence, etc.      |
| **Year 3** *State dates (from – to)*      Specification of planned course and thesis work, seminars, participation in higher seminars, conferences, departmental duties, planned absence, etc.      |
| **Year 4***State dates (from – to)*      Specification of planned course and thesis work, seminars, participation in higher seminars, conferences, departmental duties, planned absence, etc.      |
| **Year 5** *State dates (from – to)*      Specification of planned course and thesis work, seminars, participation in higher seminars, conferences, departmental duties, planned absence, etc.      |
| **Year 6** continue as necessary *(add rows as above based on the time taken)*       |

**Completed courses according to the general syllabus (ASP)**

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| **Course name and credits in ASP***(obligatory and elective, see the ASP)* | **Course and credits equivalent to course in ASP***(e.g. course with transferred credits, course that replaces ASP course, name of elective course)* | **Examined***(year/month/day)* | **Equivalent to the following intended learning outcomes in HEO/ASP***(state letter given in appendix and any motivation in other comments or in appendix if link is not apparent in the syllabus)* |
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**Completed elements of the degree: thesis work and other work according to the study plan (ASP)**

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| **Specification***(e.g. seminars, thesis chapters, article name/co-authors, data collection, analysis, fieldwork, participation in conferences, and presentation of thesis)*  | **Completed***(year/month/day)* | **Equivalent to the following intended learning outcomes in HEO/ASP***(state letter given in appendix and any motivation in other comments or in appendix if link is not clear)* |
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| Thesis ready for printing*(or preliminary date)* |       | *(e.g. a-e, g, i, perhaps j)* |

**Departmental duties***(maximum 20 percent of full-time calculated for the entire period of study)*

*See the subject’s general syllabus (ASP) for information about any requirements for a course in teaching and learning in higher education in order to teach.*

*The table below does not need to be accurate, but is used as an overview for planning and documenting work experience in addition to third-cycle studies.[[3]](#footnote-3)*

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| **Semester/year** *(completed and planned work)* | **Specification***(teaching, administration of conference/workshop, administration of seminars, other administration, etc.)*  | **Approximate number of clock hours** |
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**Other comments**

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**Decision**

*According to the school’s delegation of authority*

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| Decision date | Steering committee minutes no. |
|       |       |
| Signature (chairperson) | Name (in block letters) |
|  |       |

**Signatures**

*Signed by the principal supervisor and the doctoral student after the decision to approve the individual study plan, as above*

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| Date | Signature | Name (in block letters) |
|       |  |       |
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**Appendix 1**

**Intended learning outcomes for doctoral degrees pursuant to the Higher Education Ordinance, Annex 2**

**Knowledge and understanding**

For the Degree of Doctor the third-cycle student shall:

1. demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field, and
2. demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular.

**Competence and skills**

For the Degree of Doctor the third-cycle student shall:

1. demonstrate the capacity for scholarly analysis and synthesis as well as to review and assess new and complex phenomena, issues and situations autonomously and critically
2. demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified tasks within predetermined time frames and to review and evaluate such work
3. demonstrate through a dissertation the ability to make a significant contribution to the formation of knowledge through his or her own research
4. demonstrate the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and society in general
5. demonstrate the ability to identify the need for further knowledge and
6. demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.

**Judgement and approach**

For the Degree of Doctor the third-cycle student shall:

1. demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics, and
2. demonstrate specialised insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.

**Miscellaneous**

Specific requirements determined by each higher education institution itself within the parameters of the requirements laid down in this qualification descriptor shall also apply for a Degree of Doctor with a defined specialisation.

**Additional objectives in accordance with the subject’s general syllabus (ASP)**

1. *Add any objectives stated in the ASP.*
2. …
3. …
1. If studies start according to the normal academic year. Doctoral students who start their programme at another time of year are recommended to select the end date for year one so it corresponds to the end date for the other doctoral students’ individual study plans. [↑](#footnote-ref-1)
2. If studies start according to the normal academic year. Doctoral students who start their programme at another time of year are recommended to select the end date for year one so it corresponds to the end date for the other doctoral students’ individual study plans. [↑](#footnote-ref-2)
3. For precise details, contact the relevant head of department who, in consultation with the main supervisor, is responsible for entering the doctoral students in the university's staffing system. [↑](#footnote-ref-3)