*This document clarifies supervisors, university departments and PhD students expectations to each other. It is a template that can be used by the primary supervisor when the student enrols at the university. Throughout the PhD, the contract can be adapted as necessary but always with the involvement of the primary supervisor. Generally, disagreements between parties should be seen as an opportunity for constructive discussion. If disagreements cannot be resolved, the coordinating research leader must be contacted to help resolve the conflict.*

# **Framework for the contract**

|  |  |
| --- | --- |
| **Contractual partners**  *Names and affiliations must be stated* | |
| Ph.d.-student |  |
| Affiliated department |  |
| Affiliated research group |  |
| Main supervisor |  |
| Co-supervisors |  |

# **Main supervisor**

|  |  |
| --- | --- |
| **Supervision and meetings between the ph.d.-student and primary supervisor**  *Meetings and contact take place as required by all parties. It is essential to agree beforehand on: the type of meeting (physical or online) the form of contact (telephone, email, SMS, face-to-face), time (daytime, evening, weekend) and response time to a request (consider the difference simple or complicated request). Note: It will often be necessary for more frequent meetings at the beginning and end of a PhD.* | |
| Meeting form and frequency |  |
| Person responsible for convening meetings, organising agenda and taking minutes |  |
| Type of contact and time |  |
| Response time |  |
| Person responsible for discussion about career direction and prospects (held approx. 1-½ years before submission of the dissertation) |  |

|  |  |
| --- | --- |
| **Other agreements**  *The primary supervisor can expect that the PhD student is active, for example, in the research unit's or the hospital's research environment.* | |
| Agreement concerning meetings at the hospital |  |
| Agreement concerning meetings at the research unit |  |
| Agreement concerning teaching, supervising or other research activities |  |
| Other |  |

# **Co-supervisors**

|  |  |
| --- | --- |
| **Supervision and meetings between the PhD student and co-supervisors**  *Meetings are agreed upon as required. The following should be agreed upon beforehand: the form of a meeting (physical, online), type of contact (telephone, email, SMS, face-to-face), time (daytime, evening, weekend) and response time to a request (consider the difference between the type of requests). Note: Co-supervisors will have different interests and competencies, and therefore their contributions will differ.* | |
| Type of supervision (individual, group) |  |
| Meeting form and frequency |  |
| Person responsible for convening meetings, organising agenda and taking minutes |  |
| Type of contact and time |  |
| Response time |  |
| Co-supervisors contribution (specialist area) |  |
| Personal matters of relevance to supervision |  |
| Other people with relevant input |  |

# **Authorship guidelines**

|  |  |
| --- | --- |
| **Thesis**  *The majority of health science students choose a thesis format with two or more articles and 30 pages of dissertation, but other formats can be chosen. The choice of thesis format will affect the type of supervision.* | |
| Type of thesis |  |
| Type of supervision |  |

|  |  |
| --- | --- |
| **Authorship**  *The Vancouver rules MUST be adhered to, and therefore there is no automatic authorship or order of authorship. There are many different traditions with authorship. These ought to be discussed and agreed upon before the start of the PhD.* | |
| Article 1 |  |
| Article 2 |  |
| Article 3 |  |
| Other |  |

# **Signatures**

|  |  |
| --- | --- |
| **Aftalepartnernes underskrifter og dato**  *Navn, dato og underskrift angives* | |
| Ph.d.-student | Name: Date: Signature: |
| Primary supervisor | Name: Date: Signature |
| Co-supervisors | Name: Date: Signature |
|  |
|  |