

## DOCTORAL STUDIES AGREEMENT No\_\_\_\_\_

Tallinn University (hereinafter University), Registry Code 74000122, address Narva mnt 25, 10120 Tallinn, represented by \_\_\_\_\_  
(*position of the person*) \_\_\_\_\_ (*name of the person*), acting pursuant to the Rector's Directive No \_\_\_\_\_ of (*date and year*) as one party to the agreement; \_\_\_\_\_ (*person's name and personal identification code in bold type*) (hereinafter Doctoral Student), as the other party to the agreement;

\_\_\_\_\_ (*person's name*) (hereinafter Supervisor), as the third party to the agreement and

\_\_\_\_\_ (*person's name*) (hereinafter Co-Supervisor), as the fourth party to the agreement (*remove the line if not needed*)

(here and hereinafter Parties) have concluded the Doctoral Studies Agreement (hereinafter Agreement) as follows:

### 1. Object of Agreement

1.1. The object of the Agreement shall be instruction corresponding to the Standard of Higher Education provided by the University to the Student for the following student place:

Academic unit \_\_\_\_\_;  
Doctoral Study programme \_\_\_\_\_;  
Study volume \_\_\_\_\_ ECTS;  
Study form \_\_\_\_\_;  
Doctoral Studies Council \_\_\_\_\_.

1.2. The Agreement provides mutual rights and obligations of the Parties that are not provided in the TU Regulations for Doctoral Studies and the Defence of PhD Theses.

1.3. This Agreement establishes the principles of cooperation between the Doctoral Student and the Supervisor during the doctoral studies and research on the topic of:

*name of the topic in English*  
*(name of the topic in Estonian)*

1.4. The Agreement shall come into force upon matriculation of the Doctoral Student and shall terminate when the Doctoral Student is deleted from the matriculation register.

### 2. Arrangement of Doctoral Studies

2.1. The Doctoral Student and the Supervisor(s) agree to observe the TU Regulations for Doctoral Studies and the Defence of PhD Theses and TU Study Regulations in the organisation of doctoral studies.

2.2. The Doctoral Student and the Supervisor agree in their activities to take guidance from the best practice in doctoral studies, according to which:

- 2.2.1. the Doctoral Student and the Supervisor cooperate in drawing up the Doctoral Student's individual study plan, in implementing the individual study plan, in doing research, in preparing for progress reviews and in adjusting work schedules;
- 2.2.2. the Doctoral Student and the Supervisor agree on the content and form of their cooperation and inform each other, the director of the institute and the head of the study program of any extended periods of absence from the university; if the Doctoral Student has a Co-Supervisor, the Supervisor will agree with the Co-Supervisor on the division of supervision duties;
- 2.2.3. the Supervisor guides the Doctoral Student in selecting elective and individual subjects, ensures the access to the required research literature and sufficient opportunities to interact with the international community of scholars and scientists in the relevant fields, based on the needs of the research needs of the Doctoral Student;
- 2.2.4. the Doctoral Student participates in teaching duties in the extent and in the manner agreed upon with the Supervisor;
- 2.2.5. the Doctoral Student creates an account in the Estonian Research Information System (ETIS) and keeps it up to date;
- 2.2.6. the Supervisor informs immediately the director of the institute, head of the study program and the Doctoral Student in case he or she considers the Doctoral Student's progress or quality of the Doctoral Student's work unsatisfactory and proceeds to draw up together with the Doctoral Student a plan of corrective measures.
- 2.3. The Doctoral Student draws up an individual study plan no later than by the deadline for submitting the progress review documents in each academic year.
- 2.4. As regards intellectual property rights, the parties' relations are governed by the copyright and industrial property legislation and the agreements concluded between the parties.
- 2.5. The changes of the topic of the doctoral thesis or the Supervisor(s) that are provided in the Agreement shall be approved by the council of the academic unit. After the changes to the Agreement are approved they shall be presented as an appendix to the Agreement and shall be treated as an integral part of the Agreement.

### **3. Financing the research of the doctoral student**

- 3.1. The research of the Doctoral Student is financed from the following sources: projects related to the topic of the PhD thesis where the institute participates; programmes created for the purpose of supporting doctoral studies; the research fund of the institute.
- 3.2. The plan for the next academic year's financing of the Doctoral Student's research is included in the individual study plan.

### **4. Exchange of Information**

- 4.1. The Parties shall be obliged to inform each other of all essential circumstances related to the performance of the Agreement (including changes to personal data and contact details).
- 4.2. The Doctoral Student shall be obliged to create and use Tallinn University user account enabling access to University information systems and computer network services.
- 4.3. The Parties shall agree that for official exchange the information (including notices, information about the initiation of deletion from the matriculation register, decisions regarding the deletion from the matriculation register, academic leave, granting supports and scholarships etc.) shall be forwarded to the Doctoral Student's Study Information System account or tlu.ee email address, and in doing so, it is considered as delivered to the Doctoral Student and that the Party has had reasonable opportunity to access it after three (3) working days have elapsed from sending.
- 4.4. The Parties are aware that the regulations of Tallinn University can be found in the public document register on the University webpage

**5. Final Provisions**

- 5.1. The Agreement can be changed upon written consent from Parties. Changes to the Agreement shall be presented as an appendix to the Agreement and shall be treated as an integral part of the Agreement.
- 5.2. Issues not regulated by this Agreement shall be resolved pursuant to legal acts of the Republic of Estonia and of the University.
- 5.3. The Parties shall endeavour to resolve disputes arising from the Agreement by negotiations. In the case where an agreement cannot be reached, the Parties shall have the right to turn to Tallinn Administrative Court or Harju County Court, depending on the object of the dispute.
- 5.4. The Agreement is drawn up in identical copies, one copy for each party.

Date of execution of the agreement: xx.xx.201x

*name*  
*director of the institute*

.....  
*signature*

*name*  
*doctoral student*

.....  
*signature*

*name*  
*supervisor*

.....  
*signature*

*name*  
*co-supervisor*

.....  
*signature*