# Annex 1 - Distribution of responsibilities between EDUC Fellow and Supervisors

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| **Responsibilities of the supervisor** | **Responsibilities of the postdoctoral fellow** |
| RESEARCH & TRAINING | |
| * Ensure that mutually understood expectations and goals are established. * Maintain an atmosphere in which the Fellow feels free to approach the supervisor for advice or discussion. * Respect the fellow’s working style, career goals and rate of progress. * Be aware of EDUC Postdoc’s obligations in terms of secondment and training and provide support for their good implementation. * Participate in the events with the Fellow. | * + Assume primary responsibility for shaping, developing, and managing the research project.   + Conduct the project to a high standard.   + Play an active role in seeking scientific and professional advice, both from the supervisor and other HI members.   + Strike a balance between opportunities to develop a project reflecting his/her own interests and feasibility. * Take advantage of the opportunities offered in terms of mobility and training. |
| CAREER DEVELOPMENT | |
| * Meet regularly to establish and foster a Career Development Plan. * Provide support so that professional and transferable skills form a fundamental part of training. * Advice fellow on possible job opportunities at the end of the postdoctoral period. | * + Assume primary responsibility for shaping, developing, managing, and directing their career.   + Maximise the opportunity to work in a non-academic environment by seeking to understand the role of research outside the organisation in a wider environment. |
| TEAM INTEGRATION | |
| * Integrate the Fellow within the team. * Encourage the Fellow to seek advice and collaborative opportunities from other members and from mentors. * Support the fellow’s use of the full benefits of his/her employment, including holiday periods. | * + Work in a collegial and cooperative way with the supervisor and other co-workers.   + Participate actively in shared activities.   + Be aware of being part of an institution.   + Work responsibly and autonomously with the decentralised offices. |
| ETHICS & INTEGRITY | |
| * Promote ethical standards for driving research, including compliance with national and European regulations. | * + Work in compliance with institutional, national and European ethical standards for conducting research. |
| DISSEMINATION, EXPLOITATION & COMMUNICATION | |
| * Encourage the Fellow to consider the broad context of his/her research, be sensitive to the importance of engaging the public with research. * Support the Fellow to present his/her work at international conferences and publish in high profile journals. * Afford full recognition of the fellow’s contributions to research, including appropriate authorship of publications. | * Present his/her work in a scientifically sound manner both to specialists and non-specialists and engage him/herself in dissemination and outreach activities. * Promote EDUC by sharing his/her testimonial and encouraging other researchers to apply. |

Name of fellow:

Host Institution:

Name of Supervisor:

Date & Signature of fellow: Date & Signature of supervisor