# 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.
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| 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.
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| 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.
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| 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.
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| 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.
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Name of fellow:

Host Institution:

Name of Supervisor:

Date & Signature of fellow: Date & Signature of supervisor