

Annex 1 - Distribution of responsibilities between EDUC Fellow and Supervisors

Responsibilities of the supervisor

- 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.

- #### 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.
 - Advise fellow on possible job opportunities at the end of the postdoctoral period.

- #### 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.

- #### ETHICS & INTEGRITY
- Promote ethical standards for driving research, including compliance with national and European regulations.

- #### 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.

Responsibilities of the postdoctoral fellow

- #### RESEARCH & TRAINING
- 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
- 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
- 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
- Work in compliance with institutional, national and European ethical standards for conducting research.

- #### DISSEMINATION, EXPLOITATION & COMMUNICATION
- 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