

Supervision

Inspiration sheet for clarifying mutual expectations

The purpose of these questions is to facilitate a discussion between PhD and supervisor about supervision. The discussion should result in an agreement on supervision to be included in the PhD plan.

- 1) Your goals and ambitions with your PhD – what level are you aiming at? Why are you doing a PhD?
- 2) How frequent will you have supervision meetings?
- 3) What is your preferred mode of interaction? What kind of issues can be dealt with via emails or telephone, and what should be put off for a regular meeting?
- 4) Are you allowed to call your supervisor outside normal work hours? And do you allow off-work calls from your supervisor?
- 5) Will you schedule meetings ahead or make appointments upon need?
- 6) Should you submit something in writing before a supervision meeting?
- 7) Should you suggest an agenda for supervision meetings?
- 8) Should you take minutes of supervision meetings?
- 9) Who controls the project funds? Supervisor? PhD Student? In collaboration? How?
- 10) Will your supervisor contribute with relevant literature for your review of the research domain?
- 11) How long time does your supervisor need to give feedback on manuscripts?
- 12) How many times can you expect your supervisor to give feedback on the same manuscript?
- 13) Will your supervisor correct your writing (English language, grammar, spelling)?
- 14) Will your supervisor contribute to the actual writing as a co-author?
- 15) How will you decide on co-authorships? (Discuss implications of Vancouver rules)
- 16) How will you know if the quality of your work is good enough? How will you learn to judge the quality of your own work?

Supervision

- 17) What personal issues should you share with your supervisor? What is relevant to bring up?
- 18) Can you share confidential things, and trust that they remain confidential?
- 19) Will your supervisor take initiative to contact you if he/she feels something is wrong? (early warning signs) How?
- 20) Will your supervisor intervene if he/she suspects scientific misconduct? How?
- 21) Will your supervisor help you manage time (3 years study period), or is that purely your responsibility? How?
- 22) How will you and your supervisor monitor progress?
- 23) Do you and your supervisor expect that you will overtake him/her as a specialist in this particular research field?
- 24) What different roles will your supervisor assume during the 3 years study? How will you communicate about it?
- 25) Does your supervisor expect any evaluation of his/her supervision? How and when?
- 26) When and how will you revisit your agreement and assess if changes are needed?
- 27) Where can the PhD student go to if problems arise in the supervisory process – and the problems cannot be solved internally?