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?
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?