**Discussion sheet to help aligning expectations between PhD student and supervisor(s)**

**Purpose**

The aim is to clarify and align different expectations regarding your PhD project. Aligning expectations helps prevent misunderstandings and divergences along the course of the PhD project.

**How to use the form**

1. Hopefully you have received this form **at one of your first meeting between PhD student and supervisor(s).**
2. **Before the next meeting** the supervisor(s) and the PhD student should each print and fill in their own sheet separately by marking an X in the scale between the two statements and writing a short comment to support their selection.
3. **At the next meeting** the supervisor and the PhD student should compare their sheets and together fill in a **new** sheet:
   * By discussing any differences of opinion at each question, including any written comments.
   * By finding a common ground suitable for all, marking a common X and support the selection by a comment that both can agree to or rephrase.
4. **At each regular assessment** you should revisit the combined sheet, and whenever deemed necessary.
5. **Any later adjustments** must be confirmed by both.

Please note that **this is not** a formal contractand is only meant **for discussion purposes.** There are no correct answers! Keep the completed sheet for your own use. It should not be submitted to the Graduate School.

**Name:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | |
| **Topic of discussion** | **Supervisor** | **Scale**  **(mark X)** | | | | | **PhD student** | **Comment/Rephrase** |
| Responsibility of local integration | A supervisor should make the PhD student aware of facilities and resources in CCMAR |  |  |  |  |  | A PhD candidate is responsible for knowing the relevant facilities and resources in CCMAR |  |
| Networking opportunities | It is the responsibility of supervisors and PAC advisors to ensure the development of network of the PhD student |  |  |  |  |  | The PhD student must develop her/his network independently of the supervisor network |  |
| Meeting preparation | The supervisor should be at the initiative of bilateral and PAC meetings and prepare the content |  |  |  |  |  | It is up to the PhD student to organise bilateral and PAC meetings, and to prepare the agendas |  |
| Meeting management | Bilateral meetings should be called on demand or when blocked. |  |  |  |  |  | A regular pace of meeting (weekly/fortnight) should be agreed to report on progress and difficulties |  |
| Responsibility of research plan | Supervisor(s) should direct a PhD student in the development of an appropriate plan of research |  |  |  |  |  | A PhD student should be able to work out independently a schedule and research plan appropriate to his/her needs |  |
| Participation to external events | A supervisor must give feedback on work prior to presentations in conferences chosen in agreement |  |  |  |  |  | The PhD student is free to present its work anytime and anywhere |  |
| Participation to writing | A supervisor can contribute to the direct writing of manuscripts /articles as any co-author |  |  |  |  |  | A supervisor should be very wary not to contribute with writing, but only with comments |  |
| Availability | A supervisor should be available to assist the PhD student any time also outside working hours |  |  |  |  |  | A PhD student must ask for an appointment if problems arise and assistance is needed |  |
| Widening experience | The supervisor(s) and PAC advisers should identify and ensure a suitable widening experience, time and funding permitting |  |  |  |  |  | The PhD student should suggest to the PAC a widening experience in line with its career plan, identify hosts, ensure funding etc. |  |
| Career perspective | Supervisor(s) and PAC advisers actively provide support and advise on career options following the PhD project, and offer their personal scientific networks |  |  |  |  |  | The supervisor is only responsible of the PhD project. Future career options are independently planned by the PhD student |  |
| Responsibility of funding | Acquiring enough funding from different sources to complete the project (e.g. wages, scholarships, travel grants or equipment) is the responsibility of the supervisor |  |  |  |  |  | Finding out about different funding options and independently writing applications is the responsibility of the PhD student |  |
| Ownership, intellectual property, copyright | The supervisor is the owner of all work produced including data, draft, graphs, pictures, etc. and this should be always available to him/her. All files produced by the PhD student should be accessible to the supervisor at any time |  |  |  |  |  | The work, equipment and data produced by a PhD student are her/his own property, including when the funding was not her/his. The supervisor may access and use them only upon justified demand |  |
| Working commitment | The success of the PhD is estimated by the number of achievements, regardless of effort and conditions |  |  |  |  |  | The PhD will be awarded after four years of weekly working presence |  |
| Complementary project | All the working hours of the PhD student should focus only on the PhD project |  |  |  |  |  | The PhD student is totally free to invest its time in alternative projects |  |

Prepared for the CCMAR Doctoral School by a panel of students and supervisors, April 2019. Inspired from work by The University of Adelaide, yDiv and University of Copenhagen.