

Supervision agreement between

PhD student:

Main supervisor:

Co-supervisor:

— This is not a contract but a supervision agreement to achieve good alignment of mutual expectations. The document aims to help supervisors and PhD students to align expectations in relation to the supervision process. We recommend that you use the document during the upstart but also later on during the PhD process in order to ensure that expectations are continuously aligned and, if necessary, adjusted in response to major changes in the PhD project and/or supervision process.

1. Career plans

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- What motivated you to start a PhD, and what are you aiming at - your goals and ambitions with your PhD?

2. Supervisory meetings

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- How frequently will you have supervisory meetings?
 - When will both supervisors be present?
 - Will you schedule meetings on a regular basis (every two weeks/once a month) or will you make appointments upon need?
 - Should the student submit something in writing e.g. a draft, program/output or progress report before supervisory meetings? (If yes: How many days in advance?)
 - Should the student suggest an agenda for supervisory meetings? (If yes: How many days in advance?)
 - Should the student take minutes of supervisory meetings? (If yes: How many days after the meeting?)

3. Feedback on research

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- How do you prefer to give and receive feedback, respectively on text drafts (e.g. do you meet face-to-face when discussing text drafts, is the student expected to inform the supervisor beforehand about his/her specific need for feedback)?
 - How long time does the supervisor(s) need to read and prepare feedback on manuscripts – depending on the nature and scope of the material?
 - How many times can the student expect the supervisor to give feedback on the same manuscript?
 - Will your supervisor correct your writing (English language, grammar, and spelling)?

- 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?
- When will the student give seminar presentations on drafts of the thesis chapters? Who is responsible for making this happen?

4. Co-authorships

- Will your supervisor(s) contribute to your research as co-author(s)? (If yes; who should analyze data? Who writes the first draft?)
- How will you decide on co-authorships? (Please note that guidelines on this topic exist)
- How will you decide whether to co-author with local colleagues, PhD students or international collaborators?

5. Personal issues

- What personal issues should you share with your supervisors? What is relevant to bring up?
- Can you share confidential things, and trust that they remain confidential?
- How will you manage potential conflicts in the collaboration?

6. Planning and progress

- Will your supervisors help you manage time (3 or 4 years study), or is that purely your responsibility? How?
- How will you and your supervisors monitor progress?
- Should your supervisors take initiative to contact you if he/she feels something is wrong (early warning signs)?

7. Roles

- How independently is the student supposed to work?
- What kind of support/guidance is offered from the supervisors' side?
- Do you and your supervisors expect that you will overtake them as specialists in your particular research field?
- What is the role of the main supervisor versus the co-supervisor?
- Do their roles change over time (i.e. over the 3 or 4 years study)? How will you communicate about it?
- Does your supervisor(s) expect any evaluation of their supervision? How and when?
- When and how will you revisit your agreement and assess if changes are needed?

8. Teaching

- Do you look forward to teaching?
- What do you see as the most challenging/fun about starting to teach?
- When will it best suit your research plan to teach?
- Do you consider it important for a researcher to learn how to teach?