

Checklist to clarify supervisor and PhD student expectations

Over a face-to-face meeting, clarify what is expected for all relevant points below and write down answers on paper. After the meeting, each person involved should keep a copy and bring it back anytime further discussion or adjustments are needed.

PhD general formalities

- how many years
- possibility to extend
- funding conditions
- salary

Scientific publications

- number of papers required
- first author paper
- published or submitted
- types of journal aimed
- preprint, arXiv?

Written thesis formalities

- length requirement
- format (can it includes papers as they are)
- will the supervisor correct the thesis before submission
- need supervisor approval before submission
- admin procedure from submission to defense

Defense formalities

- how long for presenting
- how long for questions
- deliberation, decision
- public/private defense

Supervisor

- meeting frequency and format
- types of deliverable expected
- [how to assess progress when the supervisor is away](#)
- types of feedback expected

<p>Formalities of research project(s) is it the student or the supervisor responsibility:</p> <ul style="list-style-type: none"> - to define the research topic - to decide the methodology used - to define a project outline with objectives, milestones and checkpoints - to check that the project is on track - to decide on project plan adjustments - administrative aspects - are there requirements and restrictions according to funding agencies 	
<p>Thesis committee formalities</p> <ul style="list-style-type: none"> - committee during PhD thesis - committee at defense - how many people & who chooses them - requirement for internal and external experts - timing and frequency of committee meetings 	
<p>Other official or unofficial supervision</p> <ul style="list-style-type: none"> - e.g. from a postdoc, a senior PhD student, a lab manager, a technician - degree of involvement and role - what is expected from the PhD student towards this other person 	
<p>Collaboration within & outside the lab e.g. with other PhD students, postdocs...</p> <ul style="list-style-type: none"> - how tight is the collaboration - what is expected from each person actively involved in the project - what can each person expect to obtain from the collaboration and the project completion (e.g. authorship) - is there a risk for the persons involved not to go along well and what to do in such case 	

<p>Presentations and posters</p> <ul style="list-style-type: none"> - requirement and possibilities - presentation within the institute - presentation outside the institute - possibilities to get grants for international conferences 	
<p>Teaching</p> <ul style="list-style-type: none"> - requirements or possibilities (incl. supervising a bachelor or master student) 	
<p>Transferable skills training</p> <ul style="list-style-type: none"> - requirements or possibilities 	
<p>Career plan</p> <ul style="list-style-type: none"> - ideas, wishes, goals - what actions can be initiated already now - how to allocate time for it 	
<p>Social activities</p> <ul style="list-style-type: none"> - within the doctoral program - within the institute - within the lab - other - general recommendations 	
<p>Should another meeting be scheduled to discuss some of these points again? For example, in 6 months?</p>	