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**PhD Supervision Expectation Alignment**

**This form is supposed to facilitate the supervision of PhD students from the start. The aim is to clarify and align different understandings and expectations regarding your PhD project. Aligning expectations may prevent misunderstandings and discrepancies during the PhD project. For generic information on PhD studies at MPIK, please** [**check our intranet page**](https://intranet.mpi-hd.mpg.de/en/career/phd-studies)**.**

**The form should be used as follows:**

1. Set up a meetingbetween the supervisor and the PhD student.
2. **Before the meeting** the supervisor and the PhD student should each fill in their own sheet by marking an X in the scale and possibly writing a short comment to support the selection.
3. **At the meeting** the supervisor and the PhD student should together fill in a new common sheet:
	* By discussing any differences of opinion at each question, including any written comments;
	* By finding a common ground suitable for your PhD project, marking a common **X** and support the selection by a comment that both can agree to;
	* Both could physically sign the combined sheet, each keeping a copy.
4. **At each mandatory status discussion,** you could revisit the combined sheet to support part of the discussion.
5. **Later adjustments** are always possible.

Not all points need to be addressed. The sheet should be kept for your own use.

**Responsibilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Scale (X)** |  | **Comment** |
| **1** | It’s the supervisor’s responsibility to select a promising research topic  |  |  |  |  |  | It’s the PhD student’s responsibility to select a promising research topic  |  |
| **2** | The supervisor should foresee publications for the student |  |  |  |  |  | It is up to the student to initiate or engage into publications |  |
| **3** | The supervisor should contribute to the writing of papers |  |  |  |  |  | The supervisor should contribute only with comments to papers  |  |
| **4** | The supervisor ultimately decides on questions related to the PhD project |  |  |  |  |  | The PhD student ultimately decides on questions related to the PhD project |  |
| **5** | The supervisor should help the PhD student with day-to-day bureaucracy |  |  |  |  |  | The PhD student should do day-to-day bureaucracy on her/his own  |  |
| **6** | A supervisor should make the PhD student aware of facilities and resources  |  |  |  |  |  | A PhD student is responsible for learning about the relevant facilities and resources  |  |
| **7** | A supervisor should help the PhD student develop a network of fellow students or staff |  |  |  |  |  | Developing a network of fellow students or staff is entirely up to the PhD student |  |
| **8** | A supervisor should direct a PhD student in the development of an appropriate plan of research and study |  |  |  |  |  | A PhD student should be able to work out a schedule and research plan appropriate to his/her needs  |  |
| **9** | Supervisor and student should meet daily |  |  |  |  |  | Supervisor and student should meet once a month |  |
| **10** | It is the supervisor’s responsibility to organize regular meetings with the PhD student |  |  |  |  |  | It is the PhD student’s responsibility to organize regular meetings with the supervisor |  |
| **11** | The TAC should meet regularly |  |  |  |  |  | The TAC should never meet  |  |
| **12** | It is up to the supervisor to maintain an effective working relationship between supervisor and PhD student |  |  |  |  |  | It is up to the PhD student to maintain an effective working relationship between supervisor and PhD student |  |
| **13** | Supervisors should select appropriate conferences for the PhD student to attend |  |  |  |  |  | The PhD student should select appropriate conferences to attend |  |
| **14** | A supervisor should give feedback on presentations prior to conferences  |  |  |  |  |  | It is up to the PhD student to obtain feedback and organize rehearsals of presentations prior to conferences  |  |
| **15** | A supervisor should ensure that the thesis is finished within the 3-4 year period  |  |  |  |  |  | It is up to the PhD student to manage time and finish the work  |  |
| **16** | Supervisors should help their students with their career development for the time after the thesis is finished |  |  |  |  |  | PhD students are solely responsible for their careers after the PhD |  |

**Statements**

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|  |  | **Scale (X)****🡨 strongly disagree****🡪 strongly agree** | **Comment** |
| **1** | The PhD student can expect at least one first-author publication to result from the thesis project |  |  |  |  |  |  |
| **2** | The PhD student is expected to present regular progress reports or talks |  |  |  |  |  |  |
| **3** | The PhD student is expected to help with the supervision of more junior students  |  |  |  |  |  |  |
| **4** | The PhD student should participate in the research of other students |  |  |  |  |  |  |
| **5** | The PhD student is allowed to work on projects different from the thesis project, also with other authors |  |  |  |  |  |  |
| **6** | The PhD student is expected to work on things not related to their thesis |  |  |  |  |  |  |
| **7** | The PhD student should keep track of his/her working hours |  |  |  |  |  |  |
| **8** | The PhD student should be available also outside of regular working hours |  |  |  |  |  |  |
| **9** | The supervisor should be available also outside of regular working hours |  |  |  |  |  |  |

 **Student Date Supervisor**

 **(voluntary) (voluntary) (voluntary)**