



Expectation alignment between

supervisor and PhD student

– Discussion sheet

How to use the sheet

1. **Set up a meeting** between 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 between the two statements and writing a short comment to support your 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 must physically sign the combined sheet, each keeping a copy.
4. **At each regular assessment** you should revisit the combined sheet, and whenever deemed necessary.
5. **Any later adjustments** must be confirmed by both with signatures.

Please keep the completed sheet for your own use.

It should not be submitted to the Graduate School.

Purpose

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.

← COLLABORATION CONTINUUM →

	Supervisor	Scale (mark X)					PhD student	Comment
1	It's the supervisor's responsibility to select a promising topic						It's the PhD student's responsibility to select a promising topic	
2	If the research is part of a larger project then the supervisor 'owns' the project and can decide directions						The research is always owned by the PhD student and he/she can decide on research questions and directions	
3	A supervisor should ensure that the thesis is finished within the 3 year period						It is up to the PhD student to manage time and finish the work	
4	A supervisor should terminate the PhD if she/he thinks a PhD student will not succeed						A supervisor should support the PhD student regardless of his/her opinion of the PhD student's capability	
5	A supervisor should direct a PhD student in the development of an appropriate plan of research						A PhD student should be able to work out a schedule and research plan appropriate to his/her needs	

	Supervisor	Scale (mark X)					PhD student	Comment
6	The supervisor should establish the theoretical framework for the thesis research						The PhD student should establish the theoretical framework for the thesis research	
7	A supervisor should check constantly that a PhD student is on track and working consistently						PhD students should work independently and not have to account for how they spend their time. The supervisor shouldn't check up on the PhD student.	
8	A supervisor should give feedback on presentations prior to conferences etc.						It is up to the PhD student to obtain feedback and organise rehearsals of presentations prior to conferences etc.	
9	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	
10	Supervisors should initiate frequent meetings with their PhD student						It is up to the PhD student to decide when he/she wants meetings with the supervisor	
11	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	
12	A supervisor should make the PhD student aware of facilities and resources in the organisation						A PhD student is responsible for knowing the relevant facilities and resources in the organisation	
13	Supervisors should be available to help the PhD student with personal problems that arise during the course of study						Supervisors should only help with issues directly related to the scientific work	

	Supervisor	Scale (mark X)					PhD student	Comment
14	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	
15	A supervisor can contribute to the direct writing of manuscripts/ papers as any co-author						A supervisor should be very wary not to contribute with writing, but only with comments	
16	A supervisor should insist on seeing drafts of every section of the thesis to ensure that it is flawless						It is up to the PhD student to ask for constructive criticism from the supervisor	