**Discussion on supervision arrangements**

***Team***

Name (main supervisor)

Name (second supervisor)

Name (PhD student)

**Topics for discussion**

* How many meetings per semester? Plan in advance or when needed?
* Feedback in rounds or separately?
* The kind of feedback expected
* Weekly reports and other communication forms
* Supervision meeting agendas and room booking
* Co-authorship
* Seminar texts – feedback before or after?
* Responsibilities of the team members (student, supervisors)
* Transparency
* Future plans which may help supervisors guide the student toward desired goal
* Course work
* Overall dissertation plan
* Writing process
* Response time

***Example expectations***

* The PhD student will keep all supervisors informed about all issues of relevance for the student’s research, work duties, and course work. The PhD student signals to supervisors any issues that may have an effect on the supervision, the time plan, course credits, and research, and discusses them with the supervisory team to optimize the support in the students PhD work.
  + The student sends monthly updates via email, aside from contact when needed.
* The PhD student has main responsibility for keeping up to date on theory, previous research, and publication venues in his/her field of study – in preparation for discussions with supervisors.
* The PhD student is responsible for composing notes from supervision meetings.
  + Notes are saved to Box.
* When the PhD student is presenting at seminars, the supervisors take notes of questions and comments so the PhD student can focus on the seminar discussions.
  + Notes are saved on Box.
* Possible co-authorship for individual papers can be discussed for each case, depending on the topic and the expected benefits of more extensive involvement in analysis and writing by supervisors, beyond regular feedback.
  + Currently no co-authored papers are planned.
* The PhD student will allow supervisors enough time to read drafts, and likewise, feedback from supervisors should be sent to the student within the agreed-upon time frame.
* Communication regarding the student’s research project or planning (from student or supervisor) is sent to all supervisors. Likewise, supervisors send their feedback to co-supervisors and student.
* The main supervisor is responsible for signing the ISP, for planning seminar dates and inviting discussants, and for planning the dissertation defense.
* All supervisors participate in meetings, give feedback on drafts, and contribute their ideas to the overall structure of the dissertation.
  + Depending on where a text is at, the feedback may be conducted in rounds, with revision time for the PhD student in between.
* Supervisors update the student on relevant activities they come to know about, for example potential conferences or PhD courses.

**This is a documentation of discussion points per \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is subject to revision and updating on an annual basis.**

**Signature Date Name**

**Signature Date Name**