



Department of Informatics  
University of Oslo

## Managing expectations in meetings between PhD candidates and their supervisor(s)

[ 1 September 2016 ]

The purpose of this document is to address the **expectations** that the PhD candidates and supervisors bring to supervision meetings and to have a more collaborative and supportive supervision process based on mutual understanding. More specifically, this document can:

1. Help prepare the PhD candidate and supervisor for their first meetings
2. Form the basis for the discussion in which the PhD candidate and supervisor agree on their roles and responsibilities and how to implement the supervision process

Both the PhD candidate and the supervisor can formulate their opinions and expectations on the different issues addressed below. The candidate and supervisor each fill out the document. They don't need to share their document with each other, but it is helpful to express their expectations in a meeting. Be aware that there might be contracts and other local agreements that regulate some of the issues mentioned in this text (e.g., intellectual property, financing).

The use of this document is voluntary; it plays no role in formal PhD activities, such as the 3<sup>rd</sup> semester upgrade or the trial defense.

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There are several sites where the supervisor and candidate can get more information:

- **Regulations and information for PhD candidates at IFI:**  
<http://www.mn.uio.no/ifi/english/research/doctoral-degree/regulations-and-information-at-ifi/>
- **Completion of the Natural Sciences PhD Programme:**  
<http://www.mn.uio.no/english/research/doctoral-degree-and-career/phd-programme/progression/>
- **PhD on Track:** <http://www.phdontrack.net>
- **PhD Supervision:** <http://www.mn.uio.no/english/research/phd/supervision/index.html>
- **Ethical Guidelines for Supervisors at UiO:**  
<http://www.uio.no/english/about/regulations/ethical-guidelines/ethical-guidelines-supervisors/index.html>

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<sup>1</sup> This DRAFT document is based on the NTNU document "Discussion Material for Newly Accepted PhD Candidates and their Supervisors, which is based, with only minor modifications, on the work of Johan Bijmens at Lund University, Sweden.

- **Formal Regulations:** <http://www.uio.no/english/about/regulations/research/doctoral-degree/>

### General:

*The PhD position is mainly seen as an:*

<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Research project <input type="checkbox"/> All three	Comments:
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*The aim of a PhD position is:*

<input type="checkbox"/> To write a thesis <input type="checkbox"/> To become a competent researcher <input type="checkbox"/> Both	Other important goals of PhD education:  Comments:
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### The supervisor

*What is the main form of supervision?*

<input type="checkbox"/> Spontaneous talks <input type="checkbox"/> Booked appointments <input type="checkbox"/> Both	Comments:
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*How often will this /these forms supervision take place?*

<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly	Comments:
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*Who should take the initiative for planning the supervision meetings?*

<input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate <input type="checkbox"/> Both	Comments:
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*What is the role of the co-supervisor(s)?*

<input type="checkbox"/> Have regular supervision meetings <input type="checkbox"/> PhD candidate will	Comments:
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contact co-supervisor when needed <input type="checkbox"/> Other	
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*How quickly is the supervisor expected to read the manuscript and respond?*

<input type="checkbox"/> Same day <input type="checkbox"/> 1 week <input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> Other	Comments:
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*Who is responsible for the PhD candidate's Individual Study Plan (part of project proposal)?*

<input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate <input type="checkbox"/> Both	Comments:
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*Research is to be done:*

<input type="checkbox"/> According to the study plan schedule with strict deadlines <input type="checkbox"/> Freely <input type="checkbox"/> Other	Comments:
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*Who defines any possible deadlines?*

<input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate <input type="checkbox"/> Both	Comments:
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**Research**

*Who defines the PhD research project?*

<input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate <input type="checkbox"/> Both	Comments:
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*Who is the driving force in the research project (attending meetings, making contacts, etc.)?*

<input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate <input type="checkbox"/> Both	Comments:
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*Who solves practical problems (equipment, analysis, logistics etc.)?*

<input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate <input type="checkbox"/> Both	Comments:
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**Thesis**

*The PhD student can decide the type of thesis (monograph or compilation of articles with 'kappa')*

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In collaboration with supervisor	Comments:
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*Who decides the contents of the articles and where they will be published?*

<input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate <input type="checkbox"/> Other	Comments:
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*Who decides the contents of the Thesis?*

<input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate <input type="checkbox"/> Other	Comments:
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*The PhD student can decide the length of the thesis (number of papers and chapters)?*

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In collaboration with supervisor	Comments:
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*How is the research work supposed to be done?*

<input type="checkbox"/> Alone <input type="checkbox"/> Together with others <input type="checkbox"/> Other	Comments:
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### Intellectual property rights/research ethics

*Who has the right to the research results of the PhD candidate?*

<input type="checkbox"/> Institute <input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate	Comments:
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*Who has the right to publish the research results of the PhD project?*

<input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate <input type="checkbox"/> Both	Comments:
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*Who is responsible for identifying / addressing ethical issues related to the research?*

<input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate <input type="checkbox"/> Both	Comments:
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### Financing

*Who takes care of the PhD project's running costs (materials, travel to conferences, etc.)?*

<input type="checkbox"/> Project leader <input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate	Comments:
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### Workplace

*Computer, phone, specialised software, tools, etc.:*

<input type="checkbox"/> PhD candidate will organise this <input type="checkbox"/> Supervisor will organise this <input type="checkbox"/> Other	Comments:
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### Working hours and vacation

*Work hours:*

<input type="checkbox"/> Free working hours <input type="checkbox"/> PhD candidate should be at work during core hours	Comments:
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<input type="checkbox"/> Other	
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*Vacation:*

<input type="checkbox"/> Strict vacation period (July) <input type="checkbox"/> Free vacation period <input type="checkbox"/> Other	Comments:
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*PhD candidate should work more than usual working time:*

<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	Comments:
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### **Courses**

*Who decides what courses the PhD candidate will take?*

<input type="checkbox"/> Supervisor <input type="checkbox"/> PhD candidate <input type="checkbox"/> Both	Comments:
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*Courses are to be chosen:*

<input type="checkbox"/> From a specific research field <input type="checkbox"/> From a broad research field	Comments:
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### **Teaching**

*The PhD candidate is to teach (class, supervision):*

<input type="checkbox"/> As little as possible <input type="checkbox"/> As much as possible <input type="checkbox"/> Other	Comments:
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*The content of the teaching should be:*

<input type="checkbox"/> In the PhD candidate's research field <input type="checkbox"/> In a wider research field	Comments:
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<input type="checkbox"/> Other	
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*The PhD candidate's participation in group meetings and activities is:*

<input type="checkbox"/> Mandatory <input type="checkbox"/> Voluntary <input type="checkbox"/> Other	Comments:
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*The PhD candidate contributes to administrative tasks in the group:*

<input type="checkbox"/> As little as possible <input type="checkbox"/> As much as possible <input type="checkbox"/> Other	Comments:
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**Extras**

*Taking part in the group/department/institution's common scientific work (seminars/workshops etc.) is:*

<input type="checkbox"/> Important <input type="checkbox"/> Not important <input type="checkbox"/> Other	Comments:
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*Mingling with other PhD candidates and researchers at the department/my research group is:*

<input type="checkbox"/> Important <input type="checkbox"/> Not important <input type="checkbox"/> Other	Comments:
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*Participating in academic activities with other PhD candidates in my research group/at the department is:*

<input type="checkbox"/> Important <input type="checkbox"/> Not important <input type="checkbox"/> Other	Comments:
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*Taking part in the common social activities in the department/institution (coffee breaks, discussions, parties, etc.) is:*

<input type="checkbox"/> Important <input type="checkbox"/> Not important	Comments:
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