ITS

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Managing expectations
in meetings between
PhD candidates and their supervisors[1]

[version nr. 07.03.2024]

The purpose of this document is to address the **different expectations** that the PhD candidates and supervisors bring to supervision meetings, in order 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(s) in their first meetings;

2. Form the basis for the discussion in which the PhD candidate and supervisor(s) agree on their roles and responsibilities and how to implement the supervision process; and

3. Help evaluate the supervision process during the 3rd semester upgrade and at other points in the process, in which an evaluation of the supervision process is warranted.

4. It adjustments to the supervision process is needed at a later stage, this document might provide ideas to issues that can be adjusted

Both the PhD candidate and the supervisor(s) can formulate their opinions and expectations on the different issues addressed below. The candidate and supervisor(s) don't need to share their documents with each other. The documents will be used as the basis for the discussion on expectations in the first supervisory meetings. We do advise the candidate and supervisor to write down their mutual understanding of these issues after their discussion and agreement.

This Expectation Dialogue should be conducted during the PhD candidate´s first week of employment. **When the dialogue is completed, the PhD candidate sends a short email to the PhD coordinator at ITS, only to confirm that the dialogue has been carried out.** This document is primarily between supervisor and PhD candidate and is not supposed to be submitted.

PhD candidates and supervisors who need more information, can refer to:
- *PhD on Track*: http://www.phdontrack.net
- *PhD Supervision*: http://www.mn.uio.no/english/research/phd/
- *Ethical Guidelines for Supervisors at UiO*: http://www.uio.no/english/about/regulations/ethical-guidelines/ethical-guidelines-supervisors/index.html
- *Regulations*: http://www.uio.no/english/about/regulations/research/doctoral-degree/

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[1] This 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 Bijnens at Lund University, Sweden.

General:

The PhD is mainly seen as an:

☐ Employment ☐ Education ☐ Both ☐ Other	Comments:

The aim of a PhD is:

☐ To write a thesis ☐ To become a competent researcher ☐ Both	Other important goals of PhD education: Comments:

The supervisors

Who is main responsible for defining who should be co-supervisors, i.e. the composition of the supervisor team?

☐ Supervisor ☐ PhD candidate ☐ Both	Comments:

Should the PhD candidate primarily interact with the group of supervisors as a team, or should the candidate interact with the supervisors individually?

☐ Supervisor team ☐ Individual supervisors ☐ Both	Comments:

What is the main form of supervision?

☐ Spontaneous Talks ☐ Booked appointments ☐ Both	Comments:

Will supervision talks/meetings be physical or online (Teams, Zoom, GoogleMeet…) ?

	Comments:
☐ Physical ☐ Online ☐ Both	

How often will this /these forms of supervision take place?

	Comments:
☐ Daily ☐ Weekly ☐ Two-weekly ☐ Weekly in intense periods and bi-weekly otherwise ☐ Monthly	

Who should take the initiative for planning the supervision meetings?

	Comments:
☐ Supervisor ☐ PhD candidate	

What is the role of the co-supervisor(s)?

	Comments:
☐ Have regular supervision meetings ☐ Meetings are with entire supervisor team ☐ PhD candidate will contact co-supervisor when needed ☐ Other	

How quickly is the supervisor expected to read the manuscript and respond?

	Comments:
☐ Same day ☐ 1 week ☐ 2 weeks ☐ 1 month ☐ Other	

Who is responsible for the PhD candidate's Individual Study Plan (part of project proposal)?

	Comments:
☐ Supervisor ☐ PhD candidate ☐ Both	

Research is to be done:

	Comments:
☐ According to the study plan schedule with strict deadlines ☐ Freely ☐ Other	

Who defines any possible deadlines?

	Comments:
☐ Supervisor ☐ PhD candidate ☐ Both	

Research

Who defines the original research?

	Comments:
☐ Supervisor ☐ PhD candidate ☐ Both	

Who is the driving force in the research project (attending meetings, making contacts, etc.)?

	Comments:
☐ Supervisor ☐ PhD candidate ☐ Both	

Who solves practical problems (equipment, analysis, logistics etc.)?

	Comments:
☐ Supervisor ☐ PhD candidate ☐ Both	

Thesis

Who decides the contents of the Thesis?

☐ Supervisor ☐ PhD candidate ☐ Other	Comments:

The PhD student can decide the type of thesis (monograph or compilation)?

☐ Yes ☐ No ☐ In collaboration with supervisor	Comments:

The PhD student can decide the length of the thesis (number of papers and chapters)?

☐ Yes ☐ No ☐ In collaboration with supervisor	Comments:

How is the research work supposed to be done?

☐ Alone ☐ Together with others ☐ Other	Comments:

Publicising/property rights/research ethics

Who decides on the publication channels for the research results?

☐ Supervisor ☐ PhD candidate ☐ Both	Comments:

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

☐ Institute ☐ Supervisor ☐ PhD candidate	Comments:

Who has the right to publish the research results of the PhD?

	Comments:
☐ Supervisor ☐ PhD candidate ☐ Both	

Who is responsible for identifying and addressing ethical issues related to the research?

	Comments:
☐ Supervisor ☐ PhD candidate ☐ Both	

Financing

Who takes care of the project's running costs (materials, etc.)?

	Comments:
☐ Project leader ☐ Supervisor ☐ PhD candidate	

Who applies for means to travel to conferences, workshops, etc.?

	Comments:
☐ Project leader ☐ Supervisor ☐ PhD candidate	

Workplace

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

	Comments:
☐ PhD candidate needs to organise this ☐ Supervisor will organise this	

Working hours and vacation

Work hours:

	Comments:
☐ Free working hours ☐ PhD candidate should be at work during core hours ☐ Other	

Vacation:

	Comments:
☐ Strict vacation period (July) ☐ Free vacation period	

PhD candidate should work more than usual working time:

	Comments:
☐ Agree ☐ Disagree	

Courses

Who decides what courses the PhD candidate will take?

	Comments:
☐ Supervisor ☐ PhD candidate ☐ Both	

Courses are to be chosen:

	Comments:
☐ From a specific research field ☐ From a broad research field	

Teaching

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

	Comments:
☐ As little as possible ☐ As much as possible ☐ Other	

The content of the teaching should be:

	Comments:
☐ In the PhD candidate's research field ☐ In a wider research field ☐ Other	

The PhD candidate contributes to administrative tasks in the group:

	Comments:
☐ As little as possible ☐ As much as possible ☐ Other	

Extras

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

	Comments:
☐ Important ☐ Not important ☐ Other	

Mingling with other PhD candidates and researchers at the department/my research group is:

	Comments:
☐ Important ☐ Not important ☐ Other	

Participating in academic activities with other PhD candidates in my research group/at the department is:

	Comments:
☐ Important ☐ Not important ☐ Other	

Taking part in the common social activities in the department/institution (coffee breaks, discussions, parties, etc.) is:

	Comments:
☐ Important ☐ Not important	

Way forward and other issues to be discussed?

1. *Which courses to take in the first semester (if any)*

2. *How to get started with the application to get enrolled into the PhD Programme (deadline: 2 months from employment date)?*

3. *Which steps to take to get started with the research activities?*

Notes: