

## Checklist for forms of cooperation

This list can form the basis for a discussion between the supervisor and the student in order to improve supervision and reduce communication barriers. Regard it as a collection of examples of issues that normally need to be clarified in order to reach a common understanding.

### *Expectations*

Does the student expect to

- be the project manager of the educational project?
- become a specialist or a generalist?
- work with academic research or with research related work at or outside the university after the exam?
- be independent, take initiatives; work hard; be a part of the research group; follow the planning; always work office hours?
- be the one who actually performs the research?
- be instructed; coached; mentored; treated as a colleague by the supervisors?
- apply for travel grants for courses, conferences, workshops, etc. that he/she wants to participate in and to report such expenditures?

Does the supervisor expect the student to

- be the project manager of the educational project?
- become a specialist or a generalist?
- work with academic research or with research related work at or outside the university after the exam?
- be independent; take initiatives; work hard; be a part of the research group; follow the planning; always work office hours?
- be the one who actually performs the research?
- look for instructions; look for mentorship; initiate discussions with the supervisors; act as a colleague?
- apply for travel grants for courses, conferences, workshops, etc. that he/she wants to participate in and to report such expenditures?

*Financing of the student's education is discussed so that the student is informed about*

- how the student's doctoral studies are financed (doctoral studentship, scholarship etc.);
- the budget available for the research forming the basis for the thesis project;
- who is responsible for costs linked to the student's doctoral education.

*Forms and formalities for meetings, communication and cooperation*

For example, the following issues can need clarification:

- when and how often will the student have formal meetings with the supervisors; will all supervisors always attend; how to prepare for the supervisor meetings?
- forms for the supervisor meetings?
- who will send invitations to the supervisor meetings; set the agenda; take minutes?
- roles and responsibilities of the different supervisors?
- forms for contact between the supervisor meetings?
- what does it mean to be an independent doctoral student – who formulates plans, objectives, hypothesis, initiates new studies etc.?
- guidelines for authorship of papers?
- when is the student/supervisor expected to be at the workplace?
- how to handle longer or shorter interruptions of the studies?
- work place introduction