

# CHECKLIST

## Supervision Agreement

### ⇒ **Mentor** ⇐

Dear mentor,

The Faculty of Mathematics and Natural Sciences (MNF) at the University of Potsdam is very interested in providing its doctoral candidates with the best possible support during their doctoral studies.

Therefore, the planning and implementation of the doctoral project is regulated by a supervision agreement. This supervision agreement contains written agreements between the supervisor and the doctoral student which should enable the doctoral project to be completed with high quality within an appropriate period of time. In the supervision agreement, the tasks and duties of both parties are described and its compliance is agreed by the signatures of all parties involved.

This checklist forms a basis for self-monitoring. With its help, you can check and reflect on whether and how the supervision agreement is being adhered by all parties, or whether there is a need for improvement. Please note that the checklist is for quality assurance purposes only.

It is recommended that you review the checklist annually and use it as a basis for the annual progress meeting.

#### Are you

Employee of the main supervisor?

Independent of the main supervisor at the University of Potsdam?

Staff member of another national institution?

Staff member of another international institution?

Employee of a company?

**Tasks of the main supervisor, the second supervisor, **the mentor**, and the doctoral candidate according to the supervision agreement:**

**Doctoral candidate**

Increasingly independent research on the dissertation and writing of a dissertation

Presentation of progress and further planning in the doctoral project to the supervisor and second supervisor/mentor at least once a year in the progress meetings

Participation in at least one one-semester doctoral seminar

Commitment to gaining experience in teaching

Publications related to the doctoral project.

**Main supervisor** (*Professor or habilitated, must be a member of the faculty*)

Name/Affiliation

Determination of the dissertation topic in consultation with the doctoral candidate.

Provision of the infrastructure necessary for the development of the dissertation topic

Professional advice and support in the preparation of the dissertation

Monthly supervision meetings

Continuous review of the doctoral progress. The progress meetings take place at least once a year

**Second supervisor**

In addition to the main supervisor, the doctoral candidate proposes a second supervisor and/or a mentor to the doctoral committee. At least one of the proposed persons must be independent of the main supervisor. The second supervisor(s) must be a professor or habilitated, but not a member of the faculty. However, academics with a doctorate can be authorised to act as second supervisors for dissertations after a case-by-case examination and decision by the doctoral committee.

Name/Affiliation

Assuming a mentoring and advisory role

Participation in progress meetings

Interlocutor when problems arise in the supervisor-doctoral student relationship

**Mentor**

*A mentor must have at least a doctorate, but not be a member of the University of Potsdam. The tasks and duties of the mentor are described below.*

Name/Affiliation

⇒ **Assuming a mentoring and advisory role**

⇒ **Participation in progress meetings**

⇒ **Interlocutor when problems arise in the supervisor-doctoral student relationship**

Are (or were) you actively supervising or advising?

Yes

No

Other answer:

To your knowledge, was the infrastructure necessary for the dissertation made available (workstation office, computer, workstation laboratory, access to equipment, etc)?

Yes

No

Partly

*If the answer is "No" or "Partly" what was missing?*

How often do you participate (or did you participate) in the annual **progress meetings** with the doctoral candidate? \*

c) Regularly

b) Irregular

c) Other answer:

*\*If the answer is "b" or "c", please explain briefly why not?*

*Who else besides you takes (or took) part in the progress meetings?*

Main supervisor

Second supervisor

Other:

Comments on the **progress meetings**?

How do (or did) these discussions take place?

Offline, i.e., in direct personal conversation

Via E-Mail

Via Phone/Skype/Zoom

How often do you participate (or did you participate) in the **supervision meetings** with the doctoral candidate? \*

a) Monthly

b) Irregularly

c) Other answer:

*If the answer is "b" or "c", can you please briefly explain why not?*

*Who else besides you takes (or took) part in the supervision meetings?*

Were you approached by the graduate student when there was a problem/conflict?

Yes

No

*If the answer is "Yes", please describe the conflict/problem and your proposed solution?*

Could the conflict be resolved?

Yes

Partly

No

*If answer is "No" or "Partly" can you please describe why not?*

Is there anything else you would like to comment on?