

CHECKLIST

Supervision Agreement Doctoral Project

⇒ **Main supervisor** ⇐

Dear main supervisor,

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 compliance with them is agreed upon by the signatures of all parties involved.

This checklist forms a basis for self-monitoring. With the help of this checklist, you can check and reflect on whether and how the supervision agreement is being adhered to by your supervisor, 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.

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

Have you determined the topic in consultation with the doctoral candidate?

Yes No

If the answer is "No", can you briefly explain why not?

Have you provided the necessary infrastructure for the development of the dissertation topic? Yes No

- Office space
- Lab space
- Access to infrastructure
- PC
- Others

If answer is "No" can you please explain what is (was) missing and why?

Do you conduct (or have you conducted) annual **progress meetings** with the doctoral candidate? *

a) Yearly 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 Mentor other

Comments on the **progress meetings**?

How often do you (or did you) run supervision meetings? *

a) Monthly b) Irregular c) other

**If the answer is "b" or "c", please explain briefly?*

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

Second supervisor

Mentor

other

How do (or did) these discussions take place?

Offline, i.e., in direct personal conversation

Via E-Mail

Via Phone/Skype/Zoom

Comments on 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?

How would you rate the doctoral candidate's engagement to gain teaching experience?

Satisfactory

Unsatisfactory

other

If dissatisfied with the doctoral student's performance - What have you done?

How do you assess the progress of the doctoral candidate in terms of increasing independent working experience and writing the dissertation?

Satisfactory

Unsatisfactory

other

If dissatisfied with the doctoral candidate's performance - What action have you taken?

Has the doctoral candidate participated in a doctoral seminar?

Yes

No

If answer is "No" can you please describe the reasons not to do so?

Is the doctoral candidate working on publications?

Yes

No

If the answer is "No", can you briefly explain why not?

Is there anything else you would like to comment on?