

# CHECKLIST

## Supervision Agreement Doctoral Project

### ⇒ Doctoral Candidate ⇐

Dear doctoral student

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 with your supervisor.

If you think that your answers contain a high potential for conflict and it is foreseeable that no solution can be found with your supervisor, you are welcome to contact the "Good Scientific Practice Panel" (GSPP) of the MNF to present your concerns.

<https://www.uni-potsdam.de/en/mnfakul/research/good-scientific-practice-panel>

**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

How many supervisors are assigned to the doctorate?

	yes	no
Main supervisor		
Second supervisor		
Mentor		

Did you “have a say” in the development of the topic before or during the dissertation?

Yes                  No

Does (or did) the main supervisor provide the necessary infrastructure for the dissertation (workstation office, computer, workstation laboratory, access to equipment, etc.)?

Yes                  No                  Partly

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

Do (or did) the **annual progress meeting** take place?

Yes                  No                  Partly

Who else beyond the primary supervisor attends or participated in these meetings?

Second supervisor                  Mentor                  Other:

How do (or did) these meeting take place?

Online                  Offline

Any comments on the progress meetings?

Do (or did) regular **supervision meetings** take place with the main supervisor?

Yes                  No                  Partly

Can you specify how often?

How do (or did) these discussions take place?

Offline, i.e., in direct personal conversation

Via E-Mail

Via Phone/Skype/Zoom

Any comments on the supervision meetings?

Is (was) the second supervisor

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?

Does (Did) the second supervisor actively supervise or advise?

Yes

No

Other answer:

Does (Did) the second supervisor participate in supervision/progress meetings?

Yes

No

Other answer:

Is (or was) the second supervisor a good contact person for questions regarding content or other problems?

Yes

No

Other answer:

Is (Was) the mentor

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?

Does (Did) the mentor actively supervise or advise?

Yes

No

Other answer:

Does (Did) the mentor participate in supervision/progress meetings?

Yes                      No

Other answer:

Is (or was) the mentor a good contact person for content-related questions or other problems?

Yes                      No

Other answer:

How would you rate the supervision provided by your main supervisor?

How would you rate the supervision provided by your second supervisor?

How would you rate the supervision provided by your mentor?

Are there (or were there) any conflicts during the supervision?

Yes                      No

Please describe the problem.

Who did you contact to resolve the conflict?

Main supervisor

Second supervisor

Mentor

Did the contact person contribute to the resolution of the conflict?

Yes                      No

Any other comments?

Did you seek help from other persons?

Dean of Studies

Doctoral Committee

Ombudsman

Other

If you answered "Other", who did you contact?

Could the conflict be resolved to your satisfaction?

Yes

Partly

No

If the answer is "No" or "Partly", can you briefly explain why you are or were dissatisfied with the solution?

How satisfied are you (or were you) overall, with the support?

In your opinion, have there been (or are there any incidents) that pose a problem in relation to the agreement?

Yes

No

I am not sure

Would you like to briefly describe the incident(s)?

Is there anything else you would like to say?