

### **Memo regarding supervision agreements**

In *the PhD plan* there must be a detailed statement regarding supervision. The statement must specify the supervisor and PhD-student's mutual expectations for the supervision during *the first year* of the programme.

The exercise of preparing a statement specifying the expectations for the supervision is repeated as part of the *regular first-year and second-year evaluation procedure*, and the statement will be discussed during the evaluation interviews conducted by Head of the Doctoral School.

The statements should include an brief account of the supervisor's and PhD student's expectations for the supervision and in that connection specify e.g. number or frequency of meetings, type of meetings (e.g. formal, informal, lunch meetings, group meetings ... / written agendas, summaries, minutes, follow-up routines, ...?), availability of supervisor between meetings (e.g. phone, email, skype, drop-by ... ?), deadlines in connection with handing in and giving feedback to written material, amount of written material the supervisor is expected to read and comment on, supervision while supervisor or PhD student is abroad, and other expectations that the PhD-student and supervisor have for the supervision experience.

There are no specific rules for how to conduct or receive supervision in the doctoral school. It is up to the supervisor and the PhD student to decide how they are going to manage their roles and the processes involved in the supervision in a responsible and productive way. But the statements mentioned above must reflect that a real and relevant two-way exchange of expectations has taken place.