

## PhD-PI mutual expectations for the doctoral work

Hello everyone,

This is an informal questionnaire to establish mutual expectations between the PhD student and the Principal Investigator (PI). This questionnaire is designed to help you get to know each other better and to lay the groundwork from the beginning. It is also intended to establish a line of communication about supervision issues, and hopefully prevent potential conflicts in the future. Please use the questionnaire to reflect regularly upon advising.

In this list, we have compiled a series of questions that target various aspects of supervision. You may also find other questions not listed here worthy of discussion. For some of the questions, you will also find some sample answers, alternative questions, or additional explanations under the heading **A(Answer)Q(Question)E(Explanation) (AQE)**.

### A. Communication

	PhD	PI
1.	What are your preferred forms and instruments of communication during supervision?	Which forms and instruments of communication do you make use of during supervision?
<i>AQE: Would you prefer in-person communication or email? Would you prefer all supervision questions to be addressed in one email thread, or in separate emails with specific topics?</i>		
2.	How do you prefer to schedule appointments?	How do you prefer to schedule appointments?
<i>AQE: Does the PhD approach the supervisor when there is a question or should there be a fixed/regular schedule for appointments (e.g., the first Wednesday of every month)?</i>		

3.	How often would you like to have content-related exchanges with the supervisor?	How often do you expect the PhD student to have content-related exchanges with you?
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*AQE: Weekly emails, detailed reports three times a year, on demand.*

4.	When is consultation required?	When is consultation required?
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*AQE: Prior to writing/submitting conference abstracts, funding applications, presentations, etc.?*

## B. Working style

	PhD	PI
1.	How much guidance do you expect and how much freedom do you need?	How much guidance are you willing to offer and how much independence do you expect from the PhD?

*AQE: Should/Will the PI set monthly/quarterly/annual goals, or will/should the PhD do it themselves?*

2.	How would you describe your working style?	Is there a certain working style you expect from the PhD?
<i>AQE: Early bird/night owl, working on multiple tasks at the same time/focusing on one task at a time, home office/office, working 3 days/the whole week from the office.</i>		
3.	Who would you like to collaborate with in Cologne and how?	Do you expect the PhD to collaborate, and if so, how?
<i>AQE: Other SFB projects, other PhD students, outside of the PhD/project topic.</i>		
4.	What degree of flexibility concerning workplace and working times do you expect from your supervisor?	What degree of flexibility concerning workplace and working times do you allow your PhD student?

### C. Responsibilities

	PhD	PI
1.	How much time should be allocated to the PhD work and how much to the project work?	How much time should be allocated to the PhD work and how much to the project work?
<i>AQE: What percentage of time should be devoted to the PhD and what percentage to the project work?</i>		

2.	How many hours do you consider appropriate to dedicate to what types of administration/non-academic support of the team?	What types of administration/non-academic support of the team do you expect the PhD student to do and how much time do you expect them to dedicate to these tasks?
3.	How many hours do you consider appropriate to spend on what types of public relations/networking work?	What types of public relations/networking do you expect the PhD student to do and how much time do you expect them to dedicate to these tasks?

**D. Feedback**

	PhD	PI
1.	What preparation do you normally do or prefer to do for supervision meetings?	What preparation do you expect for supervision meetings?
<p><i>AQE: Would the PhD like/need to send materials (e.g. a detailed report, a list of questions, and a detailed step-by-step procedure) to be read before the meeting?</i></p>		

2.	What should happen as a follow up to a meeting?	What should happen as a follow up to a meeting?
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*AQE: Should the PhD send a detailed minute of the meeting?*

3.	What forms of feedback do you expect for the dissertation? In what ways and intervals does an intervention of the supervisor on the form and content of the dissertation make sense?	What forms of feedback do you provide for the dissertation? In what ways and intervals does an intervention of the supervisor on the form and content of the dissertation make sense?
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*AQE: Only about the content? The writing forms? More detailed stylistic issues?*

**E. Additional activities**

	PhD	PI
1.	In your opinion, what else should the doctoral phase cover besides writing the dissertation? In what areas do you want to continue your education, and what measures do you intend to take?	In your opinion, what else should the doctoral phase cover besides writing the dissertation? In what areas do you expect your PhD student to continue education and how can you help her/him achieve the goals?

*AQE: What other experiences, activities, skills, and social events should be covered during the doctoral phase? Is the PhD willing/expected to do further training measures?*

2.	<p>What are your expectations regarding participation in events/seminars in Cologne (department colloquium, CCLS, guests, discussions, etc.)?</p>	<p>What are your expectations regarding participation in events/seminars in Cologne (department colloquium, CCLS, guests, discussions, etc.)?</p>
3.	<p>Do you have research interests outside of your project you would like to pursue?</p>	<p>How do you deal with PhD's research interests outside of the project?</p>
4.	<p>To what extent do you introduce your supervisor to your career plans? What kind of support do you expect from your supervisor...</p> <ul style="list-style-type: none"> <li>• if your career goal is in science?</li> <li>• if your career goal is outside of science?</li> </ul>	<p>How do you deal with the various career aspirations of PhD students? Do you differentiate the support between doctoral candidates with a career goal in science and a career goal outside of science?</p>

Are there any remaining issues that you deem important and want to discuss that have not been addressed in this questionnaire?