

yDiv – Supervision Expectations Form

This form is recommended to be used at the early stage of starting a doctoral research project with yDiv. The purpose of the form is to map and balance the needs and expectations from both, the doctoral researcher and the PI (Principal Investigator, i.e. the main supervisor of the PhD project).

Both, the doctoral researcher and the PI are asked to fill in the document separately. Read each pair of statements and then estimate your position on the scale 1 – 5. For example, in number 1, if you think that drafting the project plan is definitely the PI's responsibility, then choose 1, and if you think it is solely the responsibility of the doctoral researcher, then choose 5. If you think it is slightly more the doctoral researcher's responsibility, choose 4. In case of no opinion, choose 3.

After filling in the form, the doctoral researcher and the PI should compare their results at a joint meeting and discuss especially those questions where the choices were different. Note that for some questions, you may disagree with both statements: in these cases, discussion is recommended. If any questions arise, please contact yDiv coordination.

Please note that this document is not a formal contract, and is only meant for discussion purposes. There are no correct answers!

PI's responsibility	1	2	3	4	5	Doctoral researcher's responsibility
It is mainly the responsibility of the PI to draft the initial project plan.						The doctoral researcher should draft the project plan independently, submitting it to the PI for approval.
It is mainly the responsibility of the PI to choose the appropriate methods and theoretical framework of the project.						It is up to the doctoral researcher to independently decide the theoretical framework and methodology most suitable for the project.
The PI should develop the appropriate timetable for the project.						The doctoral researcher is responsible for setting the timetable of the project, with milestones, completed subprojects etc.
The PI should check regularly that the doctoral researcher is conducting all required tasks.						The doctoral researcher should work independently and not have to account on any time spent.
The PI should clarify the registration and enrolment processes at the university and make sure that necessary steps are taken at the start of the doctoral project.						It is the responsibility of the doctoral researcher to find out about requirements of the university and independently complete the registration, enrolment and other necessary processes (with help from yDiv).
The PI should initiate and organise bilateral meetings with the doctoral researcher.						It is the responsibility of the doctoral researcher to organise and schedule meetings with the PI.
Meetings between the doctoral researcher and the PI should take place regularly every week/every two weeks.						The frequency of meetings depends on the stage of the project, and can be at any intervals as defined by the needs of the doctoral researcher/project.
Acquiring enough funding from different sources to complete the project (e.g. wages, scholarships, assistants or equipment) is the responsibility of the PI.						Finding out about different funding options and independently writing applications is the responsibility of the doctoral researcher.
The PI should actively recommend courses to the doctoral researcher and approve each course prior to registration.						It is the responsibility of the doctoral researcher to independently devise their study plan and present it to the PAC team at the progress meetings.
The PI should define relevant conferences for the doctoral researcher and make sure that they attend.						The doctoral researcher should find out about relevant conferences themselves.
The doctoral researcher should attend a minimum of one international conference per year.						Any attendance in conferences is dependent on available time and funding and without sufficient funding, conferences may be skipped.
The PI should help the doctoral researcher find opportunities for networking, speaking in workshops and other professional events.						During the period of a PhD project, the doctoral researcher should only concentrate on work directly linked to the completion of the thesis.
The supervisor should always be included as a co-author in any work published by the doctoral researcher as part of the project.						The authors and their order is solely dependent on contribution towards each specific piece of work.
The PI has direct responsibility over the standard of the thesis and should review all text(s) regularly.						The PI is an advisor in the process and all decisions concerning content, format and standard of the final thesis are up to the doctoral researcher.
The PI should actively provide support and advise on career options following the PhD project, and offer their personal scientific networks into use.						The PI is only responsible of the PhD project and everything regarding future career is to be independently planned by the doctoral researcher.