| **DOCTORAL PARTNERSHIP GUIDE****ACADEMIC YEAR 2022-2023**Part 2 ─ Common reflection  |
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After each partner has individually reflected on their individual expectations (DPG -Part 1), the main supervisor and the PhD student discuss these expectations through this second part of the DPG.

The following compromises are proposed and can be readjusted as the doctoral research progresses.

**0. General and practical terms and conditions**

* PhD student: *Insert text.*
* Main supervisor(s): *Insert text.*
* Daily mentor [[1]](#footnote-0): *Insert text.*
* Co-supervisor(s): *Insert text.*
* Starting date of the thesis: *Insert text.*
* Estimated date of the end of the thesis: *Insert text.*
* Working title of the thesis: *Insert text.*
* Doctoral funding: ☐ No funding / ☐ Funding in progress / ☐ Funding completed
* Some teaching tasks will be assumed by the PhD student (e.g. supervision of practical work, exam corrections, supervision of master thesis, projects): *Insert text to specify.*



*Don’t forget to record these tasks in the academic valuation tool* [*here*](https://intranet.fplse.uliege.be/AS/)*.*

**1. Meetings**

**1.1 Frequency**

Meetings will be held at least *Insert text* per *Insert text*.

**1.2 Organization**

The meetings will be initiated and organized by: *Insert text.*

Regarding the practical arrangements, the meetings can be held as: *Insert text.*

**1.3 Thesis committee** [[2]](#footnote-1)

As stated in the [doctoral regulations](https://www.enseignement.uliege.be/upload/docs/application/pdf/2021-07/r__doctorat_2021-2022_ca_09062021_en.pdf), we are aware that this is mandatory for the thesis committee to meet at least once a year and that the supervisor must ensure this periodic meeting: ☐ (*tick the box for agreement).*

The selection of committee members and meetings of the thesis committee will be organized as follows: *Insert text*.

**2. Daily supervision and working conditions**

 **2.1 Administrative follow-up**

The handling and follow-up of administrative procedures related to **registration** or **re-registration** will be done by: *Insert text.*

The handling and follow-up of administrative procedures related to **funding(s)** (see examples in Part 1) will be done by: *Insert text.*

The handling and follow-up of administrative procedures related to the **annual meeting of the thesis committee** (see examples in Part 1) will be done by: *Insert text.*

The handling and follow-up of administrative procedures related to the **submission of the thesis** (see examples in Part 1) will be done by: *Insert text.*

The handling and follow-up of administrative procedures related to the **organization of the defense** (see examples in Part 1) will be done by: *Insert text.*

**2.2 Project follow-up**

We agree that the PhD student should contact their supervisor or day-to-day mentor in case of doubt or **difficulties encountered** concerning the steps to be taken (see examples in Part 1): ☐ Yes, ☐ No, *Insert text.*

We agree that the PhD student should **provide detailed reports** on the status of their work: ☐ Yes, ☐ No, *Insert text.*

We agree that the supervisor should regularly **check** that their PhD student is progressing correctly and is on time with respect to the planned thesis submission: ☐ Yes, ☐ No, *Insert text.*

We declare that we are aware that the University of Liege provides **tools and trainings** for junior and senior researchers, so that they can regularly deepen their transversal skills and ensure their career development ([here](https://www.recherche.uliege.be/cms/c_12381524/en/softskills-programmes)) : ☐ Yes, ☐ No.

**2.3 Career follow-up**

We agree that it is desirable for the supervisor to introduce the PhD student to their network, to help them think about the next steps in their career, to advise them on possible opportunities and outlets: ☐ Yes, ☐ No, *Insert text.*

**2.4 Presence at the university**

In accordance with the funding contract (if any) and the organization of the work, we agree that the PhD student is free to work from home: ☐ Yes, ☐ Yes, according to arrangements to be agreed upon as the thesis progresses, ☐ No

We agree that the PhD student is allowed to have flexible hours: ☐ Yes, ☐ Yes, according to arrangements to be agreed upon as the thesis progresses, ☐ No

**2.5 Material working conditions**

We agree that the PhD student will have, from imperatives linked to the organization of the service, access to an office: ☐ Yes, ☐ No, *Insert text.*

We agree that the PhD student will have, from professional obligations linked to the organization of the service, access to computer equipment (please specify): ☐ Yes, ☐ No, *Insert text.*



*Possible additional agreements: Insert text.*

**2.6 Doctoral training**

We are aware of the importance of the doctoral training that the PhD student must carry out and the good mutual communication to have on its progress: ☐ Yes, ☐ No, *Insert text.*

**2.7 Format of the thesis**

Given the doctoral regulations of the college with which the PhD student is affiliated, we agreed that the format of the thesis (see examples in Part 1) would be the following: *Insert text.*

**3. Scientific production and supervision

3.1 Scientific supervision provided by the supervisor**

We agree that the the scientific supervision provided by the supervisor should include (see modalities in Part 1: overall assessment, substantive comments, comments on substance & form or active participation):

* *Insert text*: regarding a scientific paper;
* *Insert text*: regarding an abstract for a conference;
* *Insert text*: regarding a presentation for a conference;
* *Insert text*: regarding a poster for a conference;
* *Insert text*: regarding presentation slides, but not for a conference (webinar, seminar,...);
* *Insert text*: regarding scientific documents for grant/funding applications;
* *Insert text* : regarding methodology for an experimental procedure.

Deadlines regarding scientific production writing and proofreading (see examples in Part 1) are required and will be set together: ☐ Yes, ☐ No, *Insert text.*

**3.2 Scientific production provided by the PhD student**

In addition to the minima required by the doctoral training (see canvas [here](https://www.recherche.uliege.be/cms/c_9156624/en/doctoral-training)), and consistently with the research project, it seems conceivable to us that the PhD student can present (subject to feasibility):

* *Insert text* posters during international conferences;
* *Insert text* oral presentations during international conferences;
* *Insert text* scientific papers in *peer-reviewed* journals.

**3.3 Training(s) in addition to the doctoral training**

We agree that additional trainings, aiming to develop soft skills, career and professional network (see examples in Part 1), are required, or even essential to the PhD student: ☐ Yes, ☐ No, *Insert text.*

The time devoted to those trainings will be set in a mutual agreement, depending on the thesis progress: ☐ Yes, ☐ No, *Insert text.*

**4. Relationship well-being**

 **4.1 Interpersonal relationships**

Discussing issues that could harm well being in the professional framework seems: *Insert text.*

**4.2 Research well-being**

We agree on that if psycho-social issues appear (e.g. burnout, anxio-depressive disorders, imposter syndrome, stress management), those can be discussed between us, if need be: ☐ Yes, ☐ No, *Insert text.*

**4.3 Informal activities within the research team**

We are in favor of informal professional activities or meetings: ☐ Yes, ☐ No, planned at the initiative of and by: *Insert text.*

**4.4 University resources**

We declare that we are aware of available resources in case the PhD student or the supervisor experience personal and/or thesis related difficulties: ☐ Yes ☐ No.

Here below the points we disagree on or things we have not discussed yet:

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Done in *Insert text*, the *Insert text*.

**PhD student signature Supervisor signature**

1. Person who guides the PhD student in their research, trains them on a daily basis, to whom he·she asks questions, seeks help, etc [↑](#footnote-ref-0)
2. *“A thesis committee of at least three members will accompany the candidate throughout their PhD.* ***They meet once per year*** *and meet the PhD student to assess their progress. It is a good opportunity to discuss the situation, to ask questions, to compare opinions and to discuss the programme for the coming year. ”* Definition from the document "Oser le doctorat".

<https://www.recherche.uliege.be/cms/c_9200428/fr/demarrer-une-these> [↑](#footnote-ref-1)