| **DOCTORAL PARTNERSHIP GUIDE**Part 1 ─ Individual Reflection *Supervisor version* |
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**Here the supervisor is invited to reflect individually on their expectations regarding supervision.

1. **Meetings**

**1.1 Frequency**

Meetings with my PhD student should be arranged on a regular basis:

| Strongly disagree1☐ | 2☐ | Neutral3☐ | 4☐ | Strongly agree5☐ |
| --- | --- | --- | --- | --- |

I would like to meet my PhD student *Insert text* times per *Insert text*.

**1.2 Organization**

These meetings should be initiated and organized by:

| The PhD student1☐ | 2☐ | Both3☐ | 4☐ | The supervisor5☐ |
| --- | --- | --- | --- | --- |

Concerning the practical arrangements (e.g. face-to-face vs videoconference, means of communication, use of a shared agenda, sending a written document on the state of progress beforehand, taking minutes of the meeting), I would like these meetings to be organized: *Insert text*.

**1.2 Thesis Committee** [[1]](#footnote-0)

The selection of committee members should be made by:

| The PhD student1☐ | 2☐ | Both3☐ | 4☐ | The supervisor5☐ |
| --- | --- | --- | --- | --- |

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), I am aware that it is compulsory for the thesis committee to meet at least once a year and that the supervisor [[2]](#footnote-1) must ensure this periodic meeting: ☐ (*tick the box for agreement).*

Practically speaking, I would like this meeting to be organized according to the following modalities (location, communication, etc.): *Insert text.*

**2. Daily supervision and working conditions**

**2.1 Administrative follow-up**

It is the supervisor’s role to advise the PhD student on the administrative procedures related to their **registration** or **re-registration**:

| Strongly disagree1☐ | 2☐ | Neutral3☐ | 4☐ | Strongly agree5☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

It is the supervisor role to advise the PhD student on the administrative procedures related to the **funding** of their project (e.g. grant research, project/report submission for funding, expenses/reimbursements):

| Strongly disagree1☐ | 2☐ | Neutral3☐ | 4☐ | Strongly agree5☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

The handling and follow-up of administrative procedures related to the **annual meeting of the thesis committee** (e.g. organization of the meeting, printing/sending of the committee report form, management of deadlines for the meeting and submission of reports) are handled by:

| The PhD student1☐ | 2☐ | Both3☐ | 4☐ | The supervisor5☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

It is the role of the supervisor to advise the PhD student on the administrative procedures related to the **submission of their thesis** (e.g. contact with the apparitorate, certificate of doctoral training, copy of the thesis to the library, sending the thesis to the jury members):

| Strongly disagree1☐ | 2☐ | Neutral3☐ | 4☐ | Strongly agree5☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

The handling and follow-up of administrative procedures related to the **organization of the defense** (e.g. composition of the jury, choice of room, choice of date, travel expenses of the jury, drink) are handled by:

| The PhD student1☐ | 2☐ | Both3☐ | 4☐ | The supervisor5☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

**2.2 Project follow-up**

The PhD student should contact their supervisor or daily mentor in case of doubt or **encountered** **difficulties** regarding the steps to be taken (e.g. the first submission of a poster, article or registration to a conference, the formulations to be adopted which are specific to the research environment, the procedures to be followed or questions related to ethics and scientific integrity such as intellectual property rights, data protection or the GDPR):

| Strongly disagree1☐ | 2☐ | Neutral3☐ | 4☐ | Strongly agree5☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

The PhD student should **provide detailed reports** on the status of their work (e.g. progress, corrections, redesigns, new objectives) to their supervisor:

| Strongly disagree1☐ | 2☐ | Neutral3☐ | 4☐ | Strongly agree5☐ |
| --- | --- | --- | --- | --- |

**The supervisor should regularly check** that their PhD student is progressing correctly and is on time with respect to the planned thesis submission:

| Strongly disagree1☐ | 2☐ | Neutral3☐ | 4☐ | Strongly agree5☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

I declare that I am aware of the **tools and trainings** offered by my university, particularly in supervision and research leadership ([here](https://www.recherche.uliege.be/cms/c_12381524/en/softskills-programmes); axis 5, 6 and 7) : ☐ *(tick the box for agreement).*

**2.3 Career follow-up**

It is desirable that the supervisor introduce the PhD student to their network, helps them to think about the next steps in their career, and to advise them on possible opportunities and outlets:

| Strongly disagree1☐ | 2☐ | Neutral3☐ | 4☐ | Strongly agree5☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

**2.4 Presence at the university**

In accordance with their funding contract (if any) and the organization of their work, the PhD student is allowed to work from home (or outside the university premises):

| Strongly disagree1☐ | 2☐ | Neutral3☐ | 4☐ | Strongly agree5☐ |
| --- | --- | --- | --- | --- |

If yes, for how long (%) : *Insert text.*

The PhD student is allowed to have flexible hours:

| Strongly disagree1☐ | 2☐ | Neutral3☐ | 4☐ | Strongly agree5☐ |
| --- | --- | --- | --- | --- |

If not, specify the hours to be respected: *Insert text..*

 *Further thoughts: Is a stay outside the university desired or planned? Are inter-university collaborations planned? What about the required insurance?*

**2.5 Material working conditions**

Subject to organizational requirements, will an office be provided to the PhD student: ☐ Yes, ☐ No

Subject to imperatives linked to the organization of the service, will computer equipment (e.g. computer/laptop, tablet, computer license(s)) be provided to the PhD student: ☐ Yes, ☐ No

 *Further thoughts: What purchases are made with own funds, the operating budget of the doctoral research of the PhD student or via the research unit? What equipment is/are available to the PhD student and under which conditions? What is their degree of responsibility for the equipment and materials?*

**2.6 Doctoral training**

As a supervisor, I am aware of the importance of the doctoral training (see outline [here](https://www.recherche.uliege.be/cms/c_9156624/en/doctoral-training)) of my PhD student and I commit myself to keep myself regularly informed on its progress: ☐ *(tick the box for agreement).*

**2.7 Format of the thesis**

Given the doctoral regulations of the college with which my PhD student is affiliated, my expectations or wishes regarding the future format of their thesis (e.g. article or non-article thesis, length, language used, chapter organization, layout, format) are: *Insert text.*

**3. Scientific production and supervision**

**3.1 Scientific supervision provided by the supervisor**

According to me, the scientific supervision provided by the supervisor includes: *(tick as appropriate)*

| Regarding … | *An overall assessment* | *Substantive comments* | *Comments on substance & form (full proofreading)* | *An active participation (for substance & form)* |
| --- | --- | --- | --- | --- |
| A scientific paper | ☐ | ☐ | ☐ |  |
| An abstract for a conference  | ☐ | ☐ | ☐ | ☐ |
| A presentation for a conference | ☐ | ☐ | ☐ | ☐ |
| A poster for a conference | ☐ | ☐ | ☐ | ☐ |
| Presentation slides, not for a conference (webinar, seminar)  | ☐ | ☐ | ☐ | ☐ |
| Scientific documents for grant/funding applications  | ☐ | ☐ | ☐ | ☐ |
| A methodology for an experimental procedure | ☐ | ☐ | ☐ | ☐ |

Deadlines regarding scientific production writing and proofreading (e.g. chapters, reports, abstracts, posters, papers) are required and will be set together:

| Strongly disagree1☐ | 2☐ | Neutral3☐ | 4☐ | Strongly agree5☐ |
| --- | --- | --- | --- | --- |

Clarification: *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 that the PhD student can present (subject to feasibility):

* *Insert text* posters, during national and/or international conferences;
* *Insert text* oral presentations, during national and/or international conferences;
* *Insert text* scientific papers in *peer-reviewed* journals*.*

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

I support the fact that my PhD student spends part of their time to develop of reinforce their “soft” skills, career development and professional network (e.g. [Non-certifying continuous trainings](https://www.enseignement.uliege.be/cms/c_9336275/fr/catalogue-complet-des-formations-continues-non-certifiantes), [MT180](https://mt180.be/), [PhD community (ReD)](https://www.red.uliege.be/cms/c_11429327/en/reseau-des-doctorant-es), [”Printemps des Sciences”](https://www.sciences.be/evenements/printemps-des-sciences/), [Doc’ Cafés](https://www.rejouisciences.uliege.be/cms/c_11496984/fr/rejouisciences-doc-cafes), [ORCs conferences](https://observatoire.frs-fnrs.be/) , [ULiège – PhD Day](https://www.red.uliege.be/cms/c_11790101/fr/le-phd-day)) :

| Strongly disagree1☐ | 2☐ | Neutral3☐ | 4☐ | Strongly agree5☐ |
| --- | --- | --- | --- | --- |

If yes, up to: *insert text* (%) of their time.

**4. Relationship well-being**

 **4.1 Interpersonal relationships**

I am aware that good interpersonal relationships are essential to maintain a stable work environment. I therefore commit to discuss with my PhD student issues that could harm well being, in the professional framework ☐ (*tick the box for agreement).*

**4.2 Research well-being**

Psycho-social issues can appear (e.g. burnout, anxio-depressive disorders, imposter syndrome, stress management) and can be discussed, if need be, by:

| The PhD student1☐ | 2☐ | Both3☐ | 4☐ | The supervisor5☐ |
| --- | --- | --- | --- | --- |

**4.3 Informal activities within the research team**

Although meetings between the PhD student and the supervisor have been set according to reciprocal needs, planning informal activities between the PhD student and the supervisor, as well as with the research team, may contribute to a successful relationship dynamic.

With this in mind, I support informal professional activities or meetings: ☐ (*tick the box for agreement).*

Those moments may be planned by:

| The PhD student1☐ | 2☐ | Both3☐ | 4☐ | The supervisor5☐ |
| --- | --- | --- | --- | --- |

**4.4 University resources**

I know the available resources in case I, or my PhD student, experience personal and/or thesis related difficulties: ☐ Yes, ☐ No

In case I don’t, I commit to become acquainted with it ☐ (*tick the box for agreement).* Browse [here](https://my.arh.uliege.be/cms/c_11774932/fr/myarh-ressources-pour-les-responsables-hierarchiques) (ARH), [here](http://annesophienyssen.be/index.php/2022/01/02/le-bien-etre-et-la-sante-mentale-un-enjeu-important-pour-luniversite/) (Rectorat) or [here](https://www.red.uliege.be/cms/c_12180958/fr/mon-bien-etre-en-tant-que-doctorant-e) (ReD) to know more.

* Additional clues on potential institutional resources: the faculty dean (*[*here*](https://www.uliege.be/cms/c_9317261/fr/autorites-et-organes-de-decision-doyens-et-doyennes-des-facultes)*), the thesis committee, the doctoral college president, les RISE Doctoral Affairs (*[*here*](https://www.uliege.be/cms/c_9113991/en/administration-research-innovation-support-and-entreprises-rise)*), the Human Resources (*[*here*](https://my.arh.uliege.be/cms/c_10874747/fr/my-arh)*), the PhD Office (*[*here*](https://www.recherche.uliege.be/cms/c_9200440/fr/ressources-et-supports)*), the Hygiene and Health Protection at Work (*[*here*](https://www.uliege.be/cms/c_9145323/en/hygiene-and-health-protection-at-work-supht)*), the Psychological and Speech Therapy University Clinics (*[*here*](https://www.cplu.uliege.be/cms/c_4202442/en/cplu)*), the ULiege trusted persons (*[*here*](https://www.recherche.uliege.be/cms/c_9156651/en/need-help)*), the Student Life Quality Service (*[*here*](https://www.uliege.be/cms/c_9231296/fr/service-qualite-de-vie-des-etudiants)*), the Scientific Body Council (*[*here*](http://labos.ulg.ac.be/ccs/the-scientific-body-council/)*).*

* Additional clues on potential personal resources: A researcher from inside or outside the service, a mental health or orientation professional, outside ULiege.*

1. *“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-0)
2. *Or, the President of the Thesis Committee for the Faculty of Medicine.* [↑](#footnote-ref-1)