| **DOCTORAL PARTNERSHIP GUIDE**  Part 1 ─ Individual Reflection  *PhD student version* |
| --- |

Here the PhD student is invited to reflect individually on their expectations regarding supervision.

1. **Meetings**

**1.1 Frequency**

Meetings with my supervisor should be arranged on a regular basis:

| Strongly disagree  1  ☐ | 2  ☐ | Neutral  3  ☐ | 4  ☐ | Strongly agree  5  ☐ |
| --- | --- | --- | --- | --- |

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

**1.2 Organization**

These meetings should be initiated and organized by:

| The PhD student  1  ☐ | 2  ☐ | Both  3  ☐ | 4  ☐ | The supervisor  5  ☐ |
| --- | --- | --- | --- | --- |

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*.

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

The selection of committee members should be made by:

| The PhD student  1  ☐ | 2  ☐ | Both  3  ☐ | 4  ☐ | The supervisor  5  ☐ |
| --- | --- | --- | --- | --- |

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 role of my supervisor to advise me on the administrative procedures related to my **registration** or **re-registration**:

| Strongly disagree  1  ☐ | 2  ☐ | Neutral  3  ☐ | 4  ☐ | Strongly agree  5  ☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

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

| Strongly disagree  1  ☐ | 2  ☐ | Neutral  3  ☐ | 4  ☐ | Strongly agree  5  ☐ |
| --- | --- | --- | --- | --- |

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 student  1  ☐ | 2  ☐ | Both  3  ☐ | 4  ☐ | The supervisor  5  ☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

It is the role of my supervisor to advise me regarding the administrative procedures related to the **submission of my 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 disagree  1  ☐ | 2  ☐ | Neutral  3  ☐ | 4  ☐ | Strongly agree  5  ☐ |
| --- | --- | --- | --- | --- |

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 student  1  ☐ | 2  ☐ | Both  3  ☐ | 4  ☐ | The supervisor  5  ☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

**2.2 Project follow-up**

As a PhD student, I should contact my supervisor or daily mentor if I have any doubts or **encountered** **difficulties** concerning 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 disagree  1  ☐ | 2  ☐ | Neutral  3  ☐ | 4  ☐ | Strongly agree  5  ☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

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

| Strongly disagree  1  ☐ | 2  ☐ | Neutral  3  ☐ | 4  ☐ | Strongly agree  5  ☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

As a PhD student, I think it is important that **my supervisor regularly checks** that I am progressing correctly and that I am on time with respect to the planned thesis submission:

| Strongly disagree  1  ☐ | 2  ☐ | Neutral  3  ☐ | 4  ☐ | Strongly agree  5  ☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

**2.3 Career follow-up**

As a PhD student, I would like my supervisor to introduce me to their professional network, to help me think about the next steps in my career, and to advise me on possible opportunities and outlets for me:

| Strongly disagree  1  ☐ | 2  ☐ | Neutral  3  ☐ | 4  ☐ | Strongly agree  5  ☐ |
| --- | --- | --- | --- | --- |

Clarification: *Insert text.*

**2.4 Presence at the university**

In accordance with my funding contract (if any) and my work organization, I would like to have the opportunity to work from home (or outside the university premises):

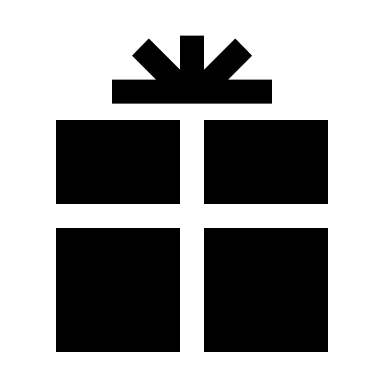
| Strongly disagree  1  ☐ | 2  ☐ | Neutral  3  ☐ | 4  ☐ | Strongly agree  5  ☐ |
| --- | --- | --- | --- | --- |

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

As a PhD student, I would like to have the possibility of flexible hours:

| Strongly disagree  1  ☐ | 2  ☐ | Neutral  3  ☐ | 4  ☐ | Strongly agree  5  ☐ |
| --- | --- | --- | --- | --- |

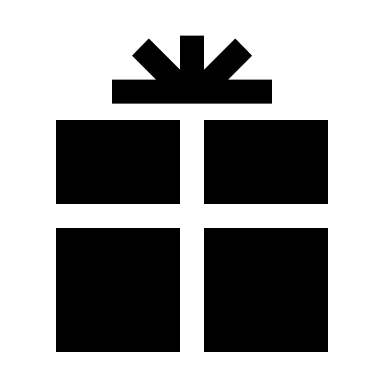
Clarification: *Insert text.*

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

**2.5 Material working conditions**

As a PhD student, having an office is important to me: ☐ Yes, ☐ No

As a PhD student, I would like to be informed about the computer equipment (e.g. computer/laptop, tablet, computer license(s)) available to me: ☐ Yes, ☐ No

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

**2.6 Doctoral training**

As a PhD student, I am aware that I must obtain the doctoral training certificate totaling 60 ECTS (see outline [here](https://www.recherche.uliege.be/cms/c_9156624/en/doctoral-training)) and I commit myself to keep my supervisor regularly informed of my progress: ☐ *(tick the box for agreement).*

**2.7 Format of the thesis**

Given the doctoral regulations of the college with which I am affiliated, my expectations or wishes regarding the future format of my 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, a high-quality scientific supervision 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 disagree  1  ☐ | 2  ☐ | Neutral  3  ☐ | 4  ☐ | Strongly agree  5  ☐ |
| --- | --- | --- | --- | --- |

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 I 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**

I wish to spend part of my time to develop of reinforce my “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 disagree  1  ☐ | 2  ☐ | Neutral  3  ☐ | 4  ☐ | Strongly agree  5  ☐ |
| --- | --- | --- | --- | --- |

If yes, up to: *insert text* (%) of my 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 supervisor issues that could harm my 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, impostor syndrome, stress management) and can be discussed, if need be, by:

| The PhD student  1  ☐ | 2  ☐ | Both  3  ☐ | 4  ☐ | The supervisor  5  ☐ |
| --- | --- | --- | --- | --- |

**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.

I would like to take part in informal professional activities or meetings: ☐ (*tick the box for agreement).*

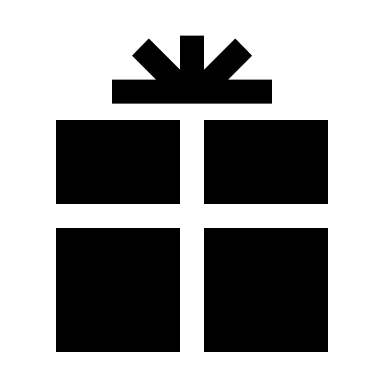
Those moments may be planned by:

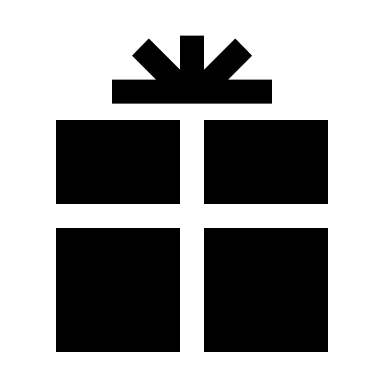
| The PhD student  1  ☐ | 2  ☐ | Both  3  ☐ | 4  ☐ | The supervisor  5  ☐ |
| --- | --- | --- | --- | --- |

**4.4 University resources**

As a PhD student, I know the available resources in case I 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 a 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)