

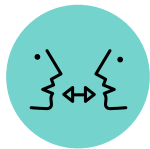
Discussion on Doctoral Agreement Instructions for use

- > [Toolbox for Constructive Conversations](#)
- > [Regulation for Academic Personnel](#)
- > [Information on Parenthood \(German\)](#)



Prepare

- Make sure both – supervisor and doctoral student – have access to all relevant information. (cf »Checklist for a Doctorate«)
- Clarify your expectations about:
 - content, scope and quality of the research project
 - teaching and management obligations of the doctoral student
 - the quantity of the expected combined workload
- Determine framework conditions
 - Category of the doctorate (with or without employment contract at the University of Basel / Structural or non-structural position)
 - General conditions and funding
 - Job description
 - Type and extent of supervisor's academic and professional guidance
 - Type and scope of doctoral student's extracurricular duties (Job, family)



Constructive exchange

- Engage in a fair, transparent dialogue and be open and specific about your respective expectations
- Take turns in opening the topics
- Listen to each other attentively to understand and be responsive to each other's contributions
- Bring up all expectations and topics – particularly possibly contentious concerns
- Explore and find mutually viable solutions to the issues discussed



Commit to specific agreements

- Specify objectives and mutual agreements
- Be concise about the research project's funding, organisational framework, and the doctoral student's and supervisor's obligations
- Set a timeline and milestones covering the entire period of the project
- If the doctoral student has management or teaching obligations, design a job description and define the workload of these tasks.



Document

- Document your agreement in writing (use Doctoral Agreement form)
- This Doctoral Agreement is mandatory and the point of reference for both--supervisors and doctoral student.
- A copy of the document is filed in accordance with current faculty praxis.



Review regularly

- Regularly discuss and review your agreement (at least once a year) to guarantee the dissertation's swift progress and high-quality standard and the doctoral student's situation.