

Planning the PhD track at IPS

This checklist is intended to help PhD students and supervisors at the beginning of a new PhD track. The goal is to clarify expectations and facilitate thorough planning and good routines. It is preferable for students and supervisors to think through the points individually before discussing them. The student and supervisor should work through all the points during the first supervisory meetings and follow up on them later, if necessary. For each point, the responsibilities of the PhD student and the supervisor should be spelled out and agreed upon. Page 2 contains a chart with the main components of the PhD track that can be used to plot a schedule. Once filled in, this chart may also be used to monitor student progress month by month to assure that it goes according to plan. If modifications are needed, they should be made by the student and supervisor together.

- ✓ Competence and resources
 - What are the PhD student's competencies in the research domain and in methods and statistics
 - What are the supervisor's competencies on the research domain and in methods and statistics
 - What kind of resources should be drawn in from others
 - Who may be possible co-supervisors, co-authors or project associates
- ✓ The project
 - Design, methods, data collection, research questions, analyses
 - Writing the articles – who does what
 - Project schedule
 - Realism and feasibility. What if participant recruitment is poor, results are lacking or other delays occur? Plan B.
- ✓ Supervision
 - Frequency and form
 - Parameters, expectations, availability, degree of independence
 - Milestones and deadlines in order to secure continuous progression
 - Work habits – advice and tips about writing and productivity
 - Personal factors of significance – motivation, stress, challenges
 - Allocation of roles and responsibility among the supervisors/co-authors/project associates
 - What do we do if the supervision and the cooperation doesn't work out, and who do we contact for support
- ✓ Teaching duties
 - Grading of exams
 - How much teaching and on what subjects. Pedagogical mentors, support for the first lectures.
 - How much supervision of others students is expected and how early should the PhD student start to tutor alone.
- ✓ Practical issues
 - Who to contact if something practical is not settled (email lists, keys, PC)
- ✓ The first step
 - Project description and PhD application
 - REC, NSD, other applications
 - Other

