Discussion on Doctoral Agreement

Instructions for use

**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.
- Supervisors must forward a copy of the document to the Faculty's HR responsible

**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.