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## Discussion on Doctoral Agreement Instructions for use

> [Toolbox for Constructive Conversations](#)  
> [Constructive Dialogue](#)  
> [Regulation for Academic Personnel](#)

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### 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)
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### 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
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### 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.
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### 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.
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### 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.