



## Recommendations of the OVG Graduate School concerning the content and documentation of supervision interviews

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### Introduction

The basis for a successful doctorate is a relationship between the Professor and her or his doctoral candidate based on trust. To avoid misunderstandings it is highly recommended to clarify all questions in a first supervision interview and to fix agreements and expectations in a protocol.

The basic information in this protocol should include:

- The participants of this interview
- Date and time
- Documents handed out to the doctoral candidate
  - o Regulations for the doctorate  
<http://www.verwaltungshandbuch.ovgu.de/-p-70>
  - o Guidelines for Good Scientific Practice (DFG)  
[http://www.dfg.de/download/pdf/dfg\\_im\\_profil/reden\\_stellungnahmen/download/empfehlung\\_wiss\\_praxis\\_1310.pdf](http://www.dfg.de/download/pdf/dfg_im_profil/reden_stellungnahmen/download/empfehlung_wiss_praxis_1310.pdf)
  - o OVGU rules for handling scientific misbehaviour  
[http://www.ovgu.de/rektorat/senat/Leitlinien\\_Wiss\\_Fehlverhalten\\_2012.pdf](http://www.ovgu.de/rektorat/senat/Leitlinien_Wiss_Fehlverhalten_2012.pdf)
  - o Support offered by the OVGU

More topics to be discussed are suggested in the list below. No special form is required and it is not necessary to sign this document. In case of any doubt please contact the Graduate School (<http://www.grs.ovgu.de/grs/en/Contact.html>) or the OVGU law department (<http://www.ovgu.de/-p-31022>).

## List of questions for a supervision interview at the beginning of a doctoral project

### 1. Supervision committee:

- Is there more than one supervisor?
- Are there other scientists to contact (Postdocs, PIs, Lab manager)?

### 2. Subject

- Corresponding faculty for thesis submission
- Information on the regulations for the doctorate  
<http://www.verwaltungshandbuch.ovgu.de/-p-70>
- Are there additional regulations at the respective faculty?

### 3. Thesis

- Topic and main focus of the thesis, working title
- Cumulative thesis or monograph?
- Obligation to write a synopsis in advance?
- Is there a probation time?
- Expected time frame?
- Are there special circumstances that might lead to delays?

### 4. Frequent meetings

- How is the frame for scientific exchange between supervisor and candidate?
- Who else should be contacted frequently, or concerning special questions?
- How many people are working in the department, are there rules concerning meetings, presentations, colloquia?

## 5. Working conditions

- Is there office and / or lab space available?
- Are there financial means for equipment, material, student research assistants?

## 6. Financing the doctorate

- Which options are available?
- How long will funding be available, what is the time frame?

## 7. Structured doctoral programme, compulsory study programme

- Is the doctoral student member of a structured doctoral programme?
- If yes: are there additional duties or additional options?
- Which lectures or seminars must be visited?

## 8. Good Scientific Practice

- Does the doctoral student know the rules, e.g. concerning plagiarism?

## 9. Supporting offices at OVGU

- OVG Graduate School for general consultations and advice; conflict mediation  
<http://www.grs.ovgu.de/>
- Family office for doctoral students with children / relatives in need of care  
<http://www.ovgundfamilie.ovgu.de/>
- Gender equality officer / Network women-in-science for female scientists  
<http://www.bfg.ovgu.de/>
- Student counselling for psychological and social problems  
<http://www.ovgu.de/psb.html>