

Instructions

Two documents must be considered:

- The **Expectation Questionnaire (EQ)** aims at fostering **discussion** between the PhD candidate and the supervisor, identifying possible similarities and differences on the **mutual expectations** as the ground. The discussion is preliminary to fill the Declaration of Intent.
- The **Declaration of Intent (DoI)** is conceived as a tool to plan ahead the interaction between the supervisor and the PhD candidate and to find an **agreement on mutual expectations about the responsibilities of both parties**. It should be intended as the ground on which general organization and implicit assumptions about research work can be clarified, which is essential to a successful supervision relationship.

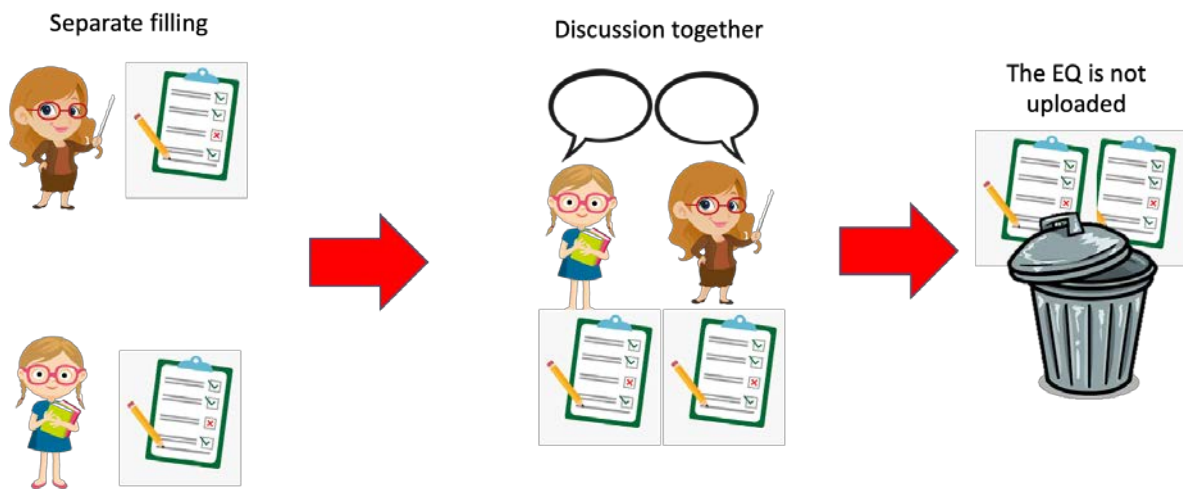
Two phases procedure:

- Phase 1 (**EQ discussion**): The PhD candidate and the supervisor are invited to (1) fill in one copy of the EQ each, independently of one another, (2) discuss the answers in a live meeting. Steps (1) and (2) can be merged during the same meeting. The answers to this questionnaire will not be recorded.
- Phase 2 (**DoI filling**): Fill the the DoI to consolidate the outcome of the EQ discussion. The DoI questions refer to specific points (Px) of the Expectation Questionnaire and PhD candidates and Supervisors are invited to write concise sentences they agree on for all issues that are relevant to their specific PhD program. If a question is not relevant, it can be modified or not answered. A signed **pdf** version of the DoI must be uploaded in the section "**Career Development Plan**" of the PhD candidate portal.

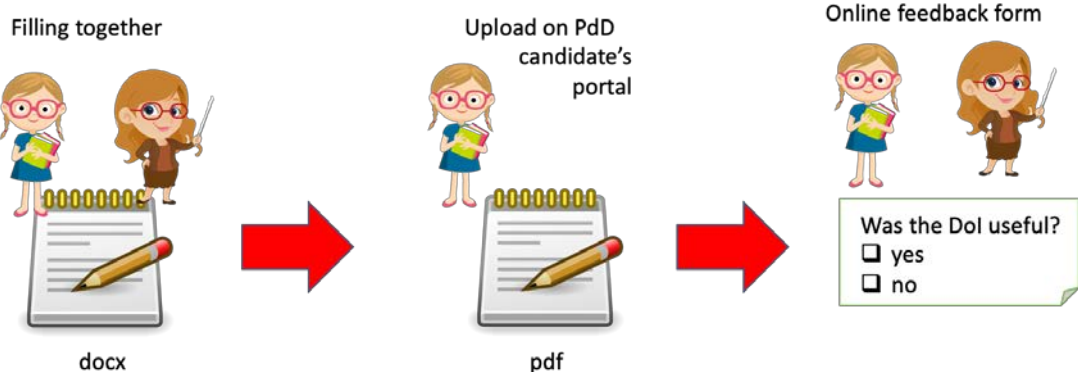
Notes:

- If the research project changes substantially, a new DoI should be drawn up.
- The DoI should be revisited and updated every 12 months.
- After uploading the DoI, it is possible to provide some feedback online about the usefulness of the DoI.
- **The DoI is not a binding legal contract**

Phase 1: Expectation Questionnaire (EQ) discussion



Phase 2: Declaration of Intent (DoI) filling



Expectation QUESTIONNAIRE

Read each of the statements below and then assess your position. For example with statement P1, if you believe very strongly that it is the supervisor's responsibility to select a good topic you should tick '1'. If you think it is solely the PhD candidate's responsibility to select a topic, tick '4'.

P1	It is the supervisor's responsibility to select a research topic	1	2	3	4	The PhD candidate is responsible for selecting their own topic
P2	The supervisor defines which theoretical framework or methodology is most appropriate	1	2	3	4	The PhD candidate defines which theoretical framework or methodology they wish to use
P3	The supervisor decides the organization of the research into tasks and short-term objectives for the PhD candidate	1	2	3	4	The supervisor leaves to the PhD candidate the organization of the research into tasks and short-term objectives.
P4	The supervisor defines deadlines and milestones for the research program	1	2	3	4	The PhD candidate proposes deadlines and milestones for the research program
P5	The supervisor plans day-by-day work for the PhD candidate	1	2	3	4	The PhD candidate plans day-by-day their own work to match deadlines
P6	The supervisor drives the collaborations with other components of the research group or other researchers	1	2	3	4	The PhD candidate is free to start the collaborations with other components of the research group or other researchers
P7	The supervisor manages the available budget and other costs related to research	1	2	3	4	The PhD candidate takes decisions on the use of the available budget and on other costs related to research
P8	The supervisor develops an appropriate training program for the PhD candidate	1	2	3	4	The PhD candidate develops his training program on his/her own
P9	The supervisor plans and organizes secondments (e.g., periods abroad, Erasmus) for the PhD candidate	1	2	3	4	The PhD candidate plans and organizes secondments (e.g., periods abroad, Erasmus) autonomously
P10	The supervisor is responsible for ensuring that the PhD candidate is introduced to the appropriate services and facilities of the department and university	1	2	3	4	The PhD candidate is responsible for finding and getting access to all the relevant services and facilities of the department and university
P11	The supervisor plans regular meetings and checks progress with the PhD candidate.	1	2	3	4	The PhD candidate decides when they want to meet with the supervisor to discuss progress
P12	The supervisor provides personal counseling	1	2	3	4	Personal counseling is not the responsibility of the supervisor
P13	In addition to guidance/advice, the supervisor plays a major contribution in working out the candidate's research tasks (e.g.: literature review, analysis, experiments, data collection, writing...).	1	2	3	4	The PhD candidate complete their research tasks autonomously. The supervisor provides guidance/advice and feedback with no direct contribution to the work.
P14	The supervisor checks all the research documents and outcomes before release	1	2	3	4	The PhD candidate submits research documents and outcomes to the supervisor only when they want constructive criticism
P15	The supervisor assists in the writing of the thesis if necessary	1	2	3	4	The writing of the thesis is only the PhD candidate's own work
P16	The supervisor is responsible for decisions regarding the quality level of the publications and the thesis	1	2	3	4	The PhD candidate is responsible for decisions regarding the quality level of the publications and the thesis

Declaration of Intent (DoI)

Candidate:	
Supervisor:	
PhD cycle:	Expected thesis submission date:

Supervisory meetings:

1. Define aim and content of the meetings: what is to be discussed and decided in scheduled meetings. Kind of technical/scientific support by the supervisor. (P1,P2,P3,P4,P5,P13,P15)
2. Agree on the frequency of scheduled meetings with the supervisor. (P11)
3. Agree on materials to be prepared by the PhD candidate prior to the meeting or presented during scheduled meetings, if any (e.g. text, ppt, and the like; specific needs might be detailed, as in: "From month 10, meetings include the discussion of written drafts that are shared in advance"). It may help if you agree on whether the agenda is defined in advance for scheduled meetings. (P11)
4. In case it is defined in advance, agree on who is responsible for confirming the agenda of scheduled meetings. (P11)

Activity management:

5. Agree on the expected relative importance of dedicate the candidate's time among different activities (P3,P5,P8)
Lab/field:
Study and literature review:
Creative thinking:
Analysis of data and findings:
Writing:
Attended courses:
Teaching activities:
Other (specify):
6. Define where the research should be mostly conducted (Will the candidate have a personal bench space or desk?) and at what times of the day/week/year the PhD candidate may have access to designated spaces and equipment. (P10)

7. Clarify how to access to the use of specific equipment, how to book individual use, if needed, and generally which shared resources are available and how they are managed.
8. Specify the overall amount and the kind of meetings and seminars organized by the research group, the department or other activities to which the candidate is expected to participate.
9. Program an overview of expected attendance/presentations at national or international conferences, intensive schools, external training courses and project meetings. (P3)
10. Outline planned secondments (e.g., abroad period, internship with project partners). (P9)
11. Agree on additional non-curricular studies or part-time commitments (e.g., teaching activities) that the candidate may undertake during the PhD programme. (P5)
12. Plan the research budget and the use of PhD mobility fund. (P7)

Data collection, results and analysis:

13. Outline briefly the amount and type of results expected for the thesis (P2,P16)
14. Define the time constraints for the completion of lab/field work or other data collection (P4)
15. Agree on the role of the supervisor with reference to the candidate's research tasks (data collection, results and analysis) (P13)

Writing and feedback:

16. When preparing for a publication, agree on who writes the first draft of the manuscript (P13)
17. Draft a protocol in document revisions and submission: editing tools, collaborative writing, draft approval before sending to co-authors (P13,P14)
18. Clarify the criteria for defining the corresponding author and the order of the authors.

19. Indicate the approximate dates of submission of the first drafts of the thesis or chapters (e.g. introduction, state of the art, methods, results and discussion, etc.) (P4)

With the signatures below, the undersigned confirm that this document provides a plan for their mutual relationship during the course of the Doctorate program, to be implemented on a best effort basis. This plan can (and should) be modified whenever appropriate. This is not a legally binding contract.

Signature

Date

PhD Candidate

PhD Supervisor
