

Aligning expectations between supervisors and doctoral candidates

Social Sciences Directorate of Doctoral Studies (Directorate of Studies 40)

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Dear supervisor, dear prospective doctoral candidate,

You are about to embark on a supervisory relationship that will last several years and forms the basis for successfully completing the proposed doctoral thesis project. At the start of this journey, we recommend that you discuss your **expectations** to ensure that you both have a clear understanding of the planned doctoral thesis project. You can use this questionnaire as a basis for the discussion.

How to use the questionnaire:

- The supervisor(s) and the doctoral candidate **set up a meeting**.
- Before the meeting, the supervisor(s) and candidate **complete the questionnaire individually**.
- During the meeting, the supervisor(s) and the candidate **discuss the responses** and find common ground suitable for the doctoral thesis project.

1. Supervisory meetings

How frequently will the supervisor and the candidate hold individual meetings to discuss the doctoral thesis project?

How often will the supervisor and the candidate meet in team meetings (e.g. research group meetings, departmental seminars)?

Will individual meetings be mostly online or in-person?

Who is going to prepare which documents before and after a meeting (paper drafts, agenda, protocol, etc.)?

2. Time management

When can the candidate expect a response after contacting the supervisor by email, and vice versa?
What is a reasonable time frame for receiving feedback on texts from the supervisor?
When should the candidate complete the public presentation at the faculty?
How many hours per week should / will the candidate work on their doctoral thesis on average?
How many years do you think it will take to complete the doctoral thesis?
In case of employment at the University of Vienna: What are major milestones expected to be completed for prolonging the contract, if it includes a probationary period?

3. Training, research and dissemination

Who suggests and approaches additional persons who could be invited to join the supervisory team?
Supervisor Candidate Both
Who decides which courses and extra-curricular training the candidate will take during the doctoral studies?
Supervisor Candidate Both

Who conceptually guides the research and decides on the outline of the thesis?			
Supervisor	Candidate	Both	
Who organises access to computer, phone, specialised software, etc.?			
Supervisor	Candidate	Both	
Who organises funding to cover costs for data collection, participation in conferences, research stays abroad, etc.?			
Supervisor	Candidate	Both	
Who owns data that is collected during the doctoral studies?			
Supervisor	Candidate	Both	Other (University, funding institution ...)
Will the supervisor and the candidate publish co-authored papers together during the doctoral studies?			
Yes	No	Maybe	

Any other issues you consider important:

Additional topics that could be discussed:

- Requirements for doctoral theses in the Doctoral Programme in Social Sciences
- Points of contact and support (e.g., ViDSS Coordination Team, ViDSS Ombudspersons, u:respect)
- Onboarding at the department / research group

For further information about the Doctoral Programme in Social Sciences, please visit the website of the **Vienna Doctoral School of Social Sciences**: vds-sosci.univie.ac.at