

FAQ LIST EXTERNAL SUPERVISOR

The intention of the query list below is that it can aid as a guide to start the discussion between External Supervisor and the PhD student. It is only meant to serve as a starting point for the conversation and it casts some light on topics that can be part of the discussion. Some questions are very basic, while others are detailed. It was drafted in consultation with the PhD student members of the Educational committee of EPS.

1st year of the PhD project (preferably the external supervisor is present at a (first) presentation of the PhD student and they meet afterwards):

1. General:
 - a. What did you do before you started working on this PhD project (studies/work)?
 - b. When did you start working on this PhD project?
 - c. Do you like the work on this project so far?
 - d. Do you have issues or problems that you would like to discuss here?
2. Introduction:
 - a. What was the starting point of your PhD project? Was there a (detailed) project proposal or only general ideas? How much influence did you have on the subjects of the PhD project.
 - b. Did you have time to get familiar with the project (reading articles, discussing it with people) and to make your own more detailed plan for the project?
 - c. Did you write an introduction on your project?
 - d. How did this go?
 - e. Are you going to publish this introduction as a review article and/or will it be a chapter for your thesis?
3. Planning:
 - a. Did you make a planning for the next four years (experiments/papers/presenting at meetings, etc.)?
 - b. What does this planning roughly look like (if you have one)?
4. Practical work:
 - a. What will be the first experiment you will conduct/have conducted already?
 - b. Did you discuss this experiment with your supervisor and/or with your promoter?
 - c. Do you have someone to assist you in this work?
5. Education:
 - a. Did you have an introduction to the EPS graduate school?
 - b. Do you know what EPS could do for you?
 - c. Do you have the idea that you miss certain knowledge/ training to perform your PhD project? Are there opportunities for courses/training to solve this problem you know of?
 - d. Did you already follow a course or have you signed up for courses?
 - e. Do your supervisors stimulate you to follow courses?
6. Supervision:
 - a. Are you satisfied with your supervision?
 - b. Is it clear who you could talk to if problems would arise?
7. Follow up:
 - a. Do you have other issues that you would like to discuss here?
 - b. Discuss how and about what you will keep in contact (meet again for instance after publishing an article or after another presentation of your work) or plan when you will meet again (same month next year).

2nd and 3rd year of the PhD project:

1. General:
 - a. Do you have issues or problems that you would like to discuss here?
 - b. Did you and your supervisors have an evaluation of this last year? If so, what did you discuss and what issues or problems did come up?
 - c. Are you happy about the contact between you and your colleagues?
2. Practical work:
 - a. What experiments did you finish?
 - b. What are you working on now?
 - c. Does the work go according to your original planning?
 - d. If not, what is your new planning?

3. Education:
 - a. How many presentations of your work did you give last year?
 - b. What conferences/meetings did you attend?
 - c. Which courses did you follow?
 - d. How many courses do you still want to follow?
4. Publishing:
 - a. Did you already publish anything?
 - b. Have you already written or are you writing a chapter for your thesis?
 - c. How do you feel about the writing? Do you find it difficult or relatively easy?
 - d. Who advises you in the writing, who checks the texts you have written for you? Who are your co-authors?
 - e. Are you happy about the cooperation with your co-authors?
5. Supervision:
 - a. How often do you discuss your project/experiments and writing with your supervisors?
 - b. Who attend these meetings?
 - c. Would you like to change this?
 - d. Do you regularly talk to your supervisors to keep them up to date on the progress you are making and the problems you encounter?
6. Next meeting:
 - a. Plan the next meeting.

4th year of the PhD project (preferably within the first three months of the last year of the project):

1. General:
 - a. Do you have issues or problems that you would like to discuss here?
2. Supervision:
 - a. How often do you discuss your project/experiments and writing with your supervisors?
 - b. Who attend these meetings?
 - c. Would you like to change this?
3. Practical work:
 - a. What experiments did you finish?
 - b. What are you working on now?
 - c. What are the experiments you still want to do this year?
 - d. When will you stop doing experiments?
 - e. How are you going to combine writing and practical work in this last year?
4. Education:
 - a. How many presentations of your work did you give last year?
 - b. What conferences/meetings did you attend?
 - c. Which courses did you follow?
 - d. How many courses do you still want to follow?
5. Publishing:
 - a. What did you publish up till now?
 - b. What do you plan to publish still?
 - c. How is the contact with your co-authors?
 - d. Can you give the outline of your thesis?
6. Finishing your PhD project:
 - a. Do you think you can finish your PhD project within the four years?
 - b. How do you feel about the work you still have to do, is it doable in the time you still have left?
 - c. Which of your supervisors will be mostly involved in helping you in this last phase of your PhD?
7. Career planning:
 - a. Do you know what you want to do after you finish this PhD project?
 - b. Have you talked about your plans with your supervisors?
 - c. What actions do you plan to take to get the job you want?