Donders PhD Supervision Guidelines
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Before the start of the PhD project:
- Search for the candidate that matches the competences necessary for the project.
- Discuss mutual expectations and define explicit and realistic goals for the PhD trajectory.

During the PhD project:
Obligations:
- Promote ethical behaviour and scientific integrity.
- Every PhD candidate has at least two supervisors (promotor(s) + daily supervisor(s)); see University doctorate regulations.
- Ensure that every PhD candidate works with a realistic Training and Supervision Plan (TSP), and update if necessary.
- Schedule annual evaluation meetings (Checkpoints in PhD Track) to discuss the progress of a PhD project together with the PhD candidate and the whole supervision team:
    - Discuss mutual expectations about the project planning and about supervision.
    - Discuss future career perspectives of the PhD candidate.
    - Schedule Checkpoint 2 (contract prolongation moment) in time and ensure an experienced external evaluator is asked to join the meeting.
- Allow and encourage the PhD candidate to take up courses (min. 18 ECTS) to develop themselves professionally and to obtain the GS school certificate. The majority of the courses should be relevant to the PhD trajectory.
- The team puts effort in finishing the PhD project before the end of a PhD candidate's employment agreement. This includes a concrete plan of how to finish the project in time (preferably 6 months before the end of the contract).
- The (co-)promotores evaluate a thesis as a proof of competence, and the number of published, accepted or submitted articles does not play a leading role. Evaluation of the quality of the PhD research is not dependent on the outcome of the research. There is no minimum number of chapters required.
- If the content of the planned thesis is sufficient to graduate, and if the employment agreement of the PhD candidate has ended, the thesis should be submitted as soon as possible.

Recommendations:
- Schedule a meeting 4 times per year with the entire supervision team and PhD candidate to discuss the content and progress of a thesis. Schedule more regular meetings with the daily supervisor (minimum: once a week).

- Communication:

- o Make agreements and stick to them.
- o Be clear about what goes well, and what needs to improve.
- o Provide feedback on papers in time (preferably within two weeks), or make an appointment when you are able to give feedback.
- o Ensure that at least one member of the supervision team is available for advice at all times.
- o Be aware of cultural differences and diversity.
- o Discuss career perspectives on a regular basis (at least once a year).
- o Discuss issues of work stress and work pressure.
- o Encourage personal development and provide support in establishing a scientific network
- After return of sick leave or maternity leave, adjust the Training and Supervision Plan and discuss what has priority.

Know where to find help:
It sometimes is difficult to supervise or help a PhD candidate. Within the graduate school, faculty and university there are several people and departments to help you out on this. Do not hesitate to contact them.

At the end of the employment agreement:
- Stay in touch with PhD candidates until PhD defence.