### **Agreement between student and supervisor**

The following may serve as an inspiration regarding issues to cover when reaching an agreement regarding the mutual expectations between student and supervisor. A summary of such an agreement must be presented in the study plan.

**Supervision meetings**

* How often
* In person, via skype, on the phone,…
* Who takes initiative to meetings
* Should there be taken minutes – if yes, by whom
* How should student and supervisor prepare for meetings

**Collaboration on publications/project**

* Who writes first draft
* Who is responsible for what (data collection, simulations, programming, submission, revision…)
* Who should be included as authors
* Ordering of authors
* Who takes initiative/is the main driver regarding publication/project
* Who is responsible for time management

**Co-supervisors**

* What are the roles and responsibilities of possible co-supervisors ?

**Feedback from supervisor**

* What kind of feedback is expected
* Level of detail
* To what extent should student follow recommendations in feedback

**Workload and workplace activities**

* What is the expected workload for the student
* When should the student be present at the department
* To what extend is the student expected to take part in professional and social activities in the research group/department

**Development plans**

* How will the supervisor assist in creating a network for the student
* Supervisor assistance regarding external stays
* Supervisor assistance regarding future career