



This form is recommended to be used in early stages of starting a doctoral research project within (AC)³. The purpose of the form is to map and balance the needs and expectations of both, the doctoral researcher and the PL (Project Leader, i.e. the main advisor of the PhD project). Both, the doctoral researcher and the PL are asked to complete the document separately. Read each pair of statements and then rate your position on a scale of 1 – 5. For example, in number 1, if you think that writing the project plan is definitely the responsibility of the PL, then choose 1, and if you think it is solely the responsibility of the doctoral researcher, then choose 5. If you think it is somewhat more the responsibility of the doctoral researcher, choose 4. If you have no opinion, choose 3.

After completing in the form, the doctoral researcher and the PL should meet to compare their results and discuss especially the questions where the choices were different. Note that for some questions, you may disagree with both statements: in these cases, discussion is recommended. If you have any questions, please contact the IRTG coordination.

Please note that this document is not a formal contract, and is meant for discussion purposes only. There are no right answers!

PL's responsibility	1	2	3	4	5	Doctoral researcher's responsibility
It is primarily the responsibility of the PL to draft the initial project plan.						The doctoral researcher should independently develop the project plan and submit it to the PL for approval.
It is primarily the responsibility of the PL to select the appropriate methods and theoretical framework for the project.						It is up to the doctoral researcher to independently determine the theoretical framework and methodology most appropriate for the project.
The PL should develop an appropriate timeline for the project.						The doctoral researcher is responsible for establishing the timeline of the project, with milestones, completed subprojects, etc.
The PL should regularly check that the doctoral researcher is performing all required tasks.						The doctoral researcher should work independently and should not have to account for any time spent.
The PL should clarify the registration and enrollment procedures at the university and ensure that the necessary steps are taken at the beginning of the doctoral project.						It is the responsibility of the doctoral researcher to find out about the requirements of the university and to complete the registration, enrollment and other necessary processes independently (with the help of the IRTG).
The PL should initiate and organize bilateral meetings with the doctoral researcher.						It is the responsibility of the doctoral researcher to organize and schedule meetings with the PL.
Meetings between the doctoral researcher and the PL should take place regularly every week/every two weeks.						The frequency of meetings will depend on the stage of the project, and may be at any interval as determined by the needs of the doctoral researcher/project.
It is the responsibility of the PL to obtain sufficient funds from various sources to complete the project (e.g. salaries, stipends, assistants or equipment).						It is the doctoral researcher's responsibility to do the research and application for funding opportunities independently.
The PL should actively recommend courses to the doctoral researcher and approve each course prior to registration.						It is the responsibility of the doctoral researcher to independently develop their study plan and present it to the TAC team at the progress meetings.
The PL should identify relevant conferences for the doctoral researcher to attend.						The doctoral researcher should identify about relevant conferences themselves.
The doctoral researcher should attend at least of one international conference per year.						Attendance at conferences will depend on available time and funding, and conferences may be skipped without sufficient funding.
The PL should help the doctoral researcher to find opportunities for networking, speaking at workshops and other professional events.						During the period of a PhD project, the doctoral researcher should only concentrate only on work directly related to the completion of the thesis.
The supervisor should always be included as a co-author on any work published by the doctoral researcher as part of the project.						The authors and their order depends only on the contribution to each specific piece of work.
The PL has direct responsibility for the standard of the dissertation and should review all text(s) on a regular basis.						The PL is an advisor in the process, and all decisions regarding the content, format and standard of the final thesis are up to the doctoral researcher.
The PL should provide active support and advice on career options following the PhD project, and should make use of their personal academic networks.						The PL is only responsible for the PhD project and everything regarding the future career is to be planned independently by the doctoral researcher.