PhD & Supervisor Alignment template

1. Whose responsibility is it?

Indicate your view on who should have responsibility for the following issues by circling a number. Also, add any comments or clarifications. If you have additional issues, please, add them below.

|  |  |  |
| --- | --- | --- |
| **Issue** | **Who is responsible?** | **Comments** |
| Defining the students’ research topic | 1 2 3 4 5Supervisor - Student |  |
| Organising regular meetings/correspondence between supervisor and student  | 1 2 3 4 5Supervisor - Student |  |
| Seeing that the student has adequate financial resources to fund the fieldwork and other research activities | 1 2 3 4 5Supervisor - Student |  |
| Arranging insurance coverage | 1 2 3 4 5Supervisor - Student |  |
| Scheduling travel and organising transportation  | 1 2 3 4 5Supervisor - Student |  |
| Developing a schedule for completion of tasks to be undertaken during fieldwork | 1 2 3 4 5Supervisor - Student |  |
| Arranging access/collaboration with organisations and facilities that provide resources for fieldworkers | 1 2 3 4 5Supervisor - Student |  |
| Hiring of fieldwork assistants and other staff | 1 2 3 4 5Supervisor - Student |  |
| Making sure formal requirements of reporting after fieldwork are met | 1 2 3 4 5Supervisor - Student |  |
| Maintaining an effective working relationship between supervisor and student | 1 2 3 4 5Supervisor - Student |  |
| Certifying that the student’s work will be of an acceptable standard when examined | 1 2 3 4 5Supervisor - Student |  |
| Organising international exposure (e.g. conferences, study visits) and expanding students professional networks  | 1 2 3 4 5Supervisor - Student |  |
| Seeing that the PhD programme is on track and on schedule | 1 2 3 4 5Supervisor - Student |  |

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2. Do you agree?

Circle the point on the line that represents your views on the following issues. If you have additional issues, please, add them below.

|  |  |  |
| --- | --- | --- |
| **Issue** | **You would..** | **Comments** |
| A strong personal relationship between supervisor and student is inadvisable during candidature | 1 2 3 4 5Agree - Disagree |  |
| The supervisor should monitor the fieldwork process by seeing examples of fieldnotes, or data collected | 1 2 3 4 5Agree - Disagree |  |
| The supervisor should visit the student in the field | 1 2 3 4 5Agree - Disagree |  |
| The student is responsible for their own safety and wellbeing when in the field | 1 2 3 4 5Agree - Disagree |  |
| The student is responsible for the safety and wellbeing of their research assistants when in the field | 1 2 3 4 5Agree - Disagree |  |
| The student must always communicate to the supervisor if fieldwork is not going as planned | 1 2 3 4 5Agree - Disagree |  |
| In an emergency situation the supervisor is to provide assistance | 1 2 3 4 5Agree - Disagree |  |
| It is necessary for the student to seek mentorship from other academics on some issues | 1 2 3 4 5Agree - Disagree |  |
| The student and the supervisor must respond promptly (e.g. max. 48 hours) to all emails/communications during fieldwork | 1 2 3 4 5Agree - Disagree |  |

Source: There are numerous iterations of this alignment template, the version here is based on a template used at the Stockholm Resilience Centre, further adjusted by Anna Shoemaker and Anneli Ekblom for [**Field Diary**](http://www.real-project.eu/field-diary-issue-2/).