



Check-in / Quaterly evaluation of your collaboration

It's advisable to have regular check-ins to ensure the collaboration between the PhD candidate and the supervisor is going well, and to address troubles in the working relationship as early as possible. This often concerns not so much the content of the research, but rather the process; the way you are working together.

Check in every 3 months, don't save these discussions for the bad times. It is also good to consolidate an enjoyable collaboration every now and then.

Of course if there are any issues, don't hesitate and wait for the right time.

Preparation:

Both parties prepare 3 points that are going well, and 3 points that can be improved.

Meeting:

- PhD candidate talks through the 3 points that are going well. Supervisor asks questions to clarify.
- PhD candidate talks through the 3 points for improvement. Supervisor asks questions to clarify.
- Supervisor summarises, naming both the positive points (to be maintained), the possible improvements and any action points coming from the discussion so far.
- Switch: Supervisor names 3 points that are going well, with PhD candidate asking clarifying questions.
- Supervisor names the 3 points for improvement, with PhD candidate asking clarifying questions.
- PhD candidate summarises and names the action points / resolutions based on the discussion.