

Supervisory Committee Meetings

Integrated School of Ocean Sciences (ISOS)

Your Supervisory Committee Meeting is where you discuss the progress of your doctoral project and your goals for the next six months. All members of your Supervisory Committee must be present (use skype if needed). Use these meetings well and take the lead by preparing.

Useful Tips

- ▶ schedule well in advance and reserve 1-2 hours (provide coffee and cookies?)
- ▶ prepare a powerpoint presentation and/or handout to focus the discussion
- ▶ identify the questions you want answered, provide these to the group with your suggestions for possible solutions
- ▶ do not hesitate to speak about personal goals, successes and needs
- ▶ listen carefully, take notes and write a detailed protocol that is useful later

“I like the thesis advisory board meetings, even though they are extra work. They are really useful to keep an overview of your project. But they also get all your supervisors to talk to each other in detail about your work every six months.”

ISOS doctoral candidate

SUGGESTIONS FOR MEETINGS

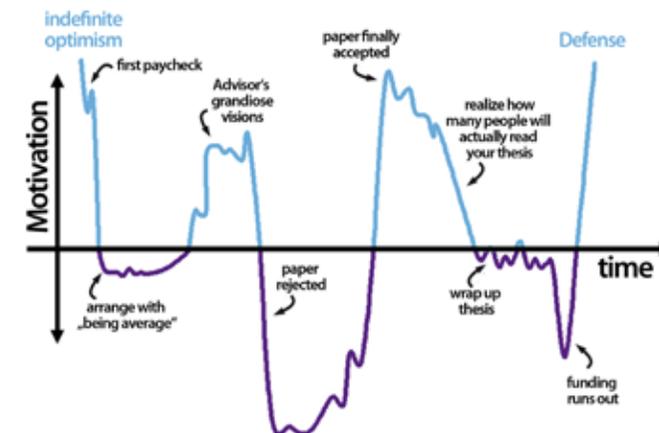
Supervision Agreement

By applying in the ISOS doctoral program you and your supervisors entered a Supervision Agreement. This agreement should help all participants to navigate the doctoral phase in the best possible way. It gives best-practice suggestions that build on the cooperation and support of all partners.

General Aspects

Below you find further suggestions for conducting the supervisory committee meetings based on best-practice examples. Modify as needed. Use this as the guidelines for writing your protocol.

- ▶ scientific goals to be met by the end of the thesis
- ▶ discuss your supervisors' expectations as to the number of publications and their status that will finally form your thesis
- ▶ do you want to speak about your career goals?



PROTOCOLS

Milestones and Time Plan

- ▶ achievements of the past six months
- ▶ problems/setbacks encountered
- ▶ timetable for the next six months

Training Programme

- ▶ report on courses taken and coursework planned
- ▶ is additional specific training needed?

Travel and Conferences

- ▶ report on conferences attended
- ▶ upcoming conferences – plans and possible funding
- ▶ is a research stay at a partner institute advisable?

Other....

- ▶ is your project financed until the projected end of your thesis?
- ▶ have you been involved in teaching, co-supervising students, lab duties
- ▶ are you interested in the ISOS “Miniproposal” scheme?

Write your protocol in sufficient detail so that it is of use to you and your supervisors. The protocol ensures that reached agreements are documented and can be referred to in later stages of the doctorate. Remember, a lot of it will otherwise be “forgotten” when you get back to the daily grind.

Submission

- ▶ include the date and time of the supervisory committee meeting and names of all participants
- ▶ send the protocol only by email to protocols@isos.uni-kiel.de
Signatures are not necessary
- ▶ keep all members of your supervisory committee in copy when you send it to ISOS

Submission Deadlines:

31st July and 31st January

“As experience in Germany and other countries shows, it is good practice for graduate students, beside their primary mentor, to be supervised by two additional experienced scientists who are available for advice and help and, if need be, for mediating in conflict situations, and who also discuss the progress of the young researchers’ work with them at annual intervals.”

DFG, Proposals for Safeguarding Good Scientific Practice, 2013

CONTACT

Integrated School of Ocean Sciences
Cluster of Excellence ›The Future Ocean‹
Kiel University
Leibnizstraße 3
24118 Kiel, Germany

+49 431 880 1559
info@isos.uni-kiel.de

www.futureocean.org/isos



muthesius
kunsthochschule

