



Mutual assessment for PhD student & supervisor:

How well do supervisor and PhD student fulfil common duties?

Instruction: PhD student completes Part A, Supervisor completes Part B, followed by joint discussion.

Part A

1) Review how your supervisor is taking up his/her responsibilities. Rate from 1=not done/not existing to 5=done fully/fully existing.

2) What areas would require improvement?

How well does your supervisor take up the following	(1-5)	Improvement necessary?
1. Guidance on research process		
2. Expertise in supervision of your subject		
3. Regular formal tutorial meetings		
4. Accessible for informal meetings		
5. Advice on adequateness of progress of your work		
6. Feedback on written work within reasonable period of time		
7. Possibility to present your work		
8. Introduction to academic community		
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...		
...		
TOTAL =		: 8 = (Average)

Adapted from Lee, 2007



Part B

1) Review how your PhD student is taking up his/her responsibilities. Rate from 1=not done/not existing to 5=done fully/fully existing.

2) What areas would require improvement?

How well does your PhD student take up the following	(1-5)	Improvement necessary?
1. Work independently, critical & enthusiastic		
2. Discuss research topic & project plan with supervisor		
3. Discuss type and extend of guidance		
4. Agreed on a scheduled set of regular meetings		
5. Inform supervisor about problems		
6. Arrange and prepare tutorial meetings		
7. Prepare and distribute minutes of tutorial meetings		
8. Progress with work according to project plan		
9. Present written progress reports		
10. Provide written material in sufficient time to allow for feedback		
11. Keep all supervisors informed about progress and changes		
12. Take initiative for activities related to your PhD project		
TOTAL =		: 12 = (Average)