

Guidelines for follow-up conversation (oppfølgingssamtale)

All PhD candidates who are not employed by UiB should be offered an annual follow-up conversation.

Goals for the conversation

A follow-up conversation should be a planned and systematic dialogue. Both parties prepare in advance the topics they would like to discuss. The conversation should be an arena where the candidate's scientific work situation in the coming period is discussed. The follow-up conversation should have a more general perspective than regular supervision. The conversation can include a discussion around the following topics:

- Academic/scientific progression and goals;
- Integration in the academic environment at UiB; and
- Supervision and academic guidance from UiB.

Since the candidate is not employed by UiB, the conversation should not include a discussion around salary, work hours, duty work or other health and safety concerns. The conversation is confidential.

Implementation of the follow-up conversation

The department or centre manager where the PhD candidate is affiliated is responsible for conducting the follow-up conversation. The conversation may include a discussion about the relationship between the candidate and supervisor. The candidate's supervisor should not perform the follow-up conversation.

Follow-up conversations can be delegated, and each manager must consider how to organize such. Suggested principles for delegation:

- The person concerned should have a relevant relationship to the PhD candidate
- The person concerned must fully understand what the task comprehends
- The person concerned should receive appropriate training
- The participants in the conversation should agree about what sort of information they should provide to the management at a higher level, if any

Suggestions for topics to be addressed:

Participants in the conversation:	
Date:	
1. Follow-up from previous conversation How would you describe the period from the previous follow-up conversation? Keywords: <ul style="list-style-type: none">- Research and progression- Courses in training component (if applicable)- Mid-way evaluation (if applicable) Comments, thoughts?	
2. Coming period	

<p>How would you describe the coming period?</p> <p>Keywords:</p> <ul style="list-style-type: none"> - Research and progression - Courses in training component (if applicable) - Mid-way evaluation (if applicable) <p>Do you require/wish for support/help from UiB in this?</p>	
<p>3. Collaboration</p> <p>How would you describe your integration in the academic network at UiB, for example in the academic environment or research school?</p>	
<p>4. Supervision and academic follow-up</p> <p>In your experience, how is the scientific guidance from your supervisor at UiB?</p> <p>Are there any relationships or roles that needs clarification?</p>	
<p>5. Follow-up</p> <p>Is there anything that should be followed up after the conversation?</p>	