



## GUIDELINE FOR THE CONVERSATION ABOUT THE STATUS OF A DOCTORATE

The present Guidelines give an overview of the topics to be discussed in a Conversation about the Status of a Doctorate and offer a possible structure to guide the conversation. Of course, there is the freedom to individually set priorities. The Guidelines may be used to take minutes of the conversation. The minutes will remain with those involved in the conversation.

### 1. Taking stock and status quo

- What has been achieved since the beginning of the doctorate/since the last Conversation about the Status of a Doctorate?
  - with regard to the doctoral thesis (e.g. what partial results or outcomes have been obtained or produced? Have you been able to keep to the timetable and work plan? Is it necessary to modify or postpone certain steps or aspects? If so, why?)
  - with regard to your teaching experience
  - with regard to publications and presentations
  - further milestones (e.g. qualifications, stays abroad, conference participation, committee work, honours, and awards)
- If applicable, why has it not been possible to keep to the original timetable? What has led to you postponing the completion of the doctorate?

Notes:



## 2. Objectives for the upcoming year

- Objectives for progressing with the doctoral thesis/Update of the timetable and work plan (What are the next steps? What milestones do you want to reach by the time for the next conversation on the status of your doctorate?)
- Objectives in teaching
- Objectives regarding publications and presentations (what kind of publications, number, and quality of publications)
- further objectives

Notes:



### 3. Support from the involved supervisors

- What obstacles have you come across on the way to reach your goals? How could these be overcome? What support would you need? (e.g. concerning your tasks, work environment, leadership, collaboration, staff development/continued education, ...)
- What about the reconciliation of family life and you pursuing your doctorate? How could supervisors provide you with support regarding this challenge?

Notes:



#### 4. Agreements and arrangements

At the end of the conversation, you should agree on concrete arrangements which shall be **documented in the Confirmation of having held this Conversation about the Status of a Doctorate**, and shall be attached to the Request for Continued Employment:

- For what time frame are you requesting continued employment?

- What academic qualification objectives will you be pursuing?

Please note: Continued employment requires a contract that is meant to promote the individual academic or artistic qualification and development of the academic staff person in question. The planned duration of the continued employment contract should be appropriate and reasonable for the staff person to meet the intended qualification objectives.

- Have other arrangements been agreed upon?

Notes:

Date of the conversation: \_\_\_\_\_

\_\_\_\_\_  
Signature Academic Staff

\_\_\_\_\_  
Signature Supervisor

\_\_\_\_\_  
Signature 2nd supervisor



## CONVERSATION ABOUT THE STATUS OF A DOCTORATE

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### CONFIRMATION for the personnel file

A conversation about the Status of a Doctorate

has been held on

\_\_\_\_\_

Date

between

\_\_\_\_\_

Name Academic Staff

\_\_\_\_\_

Name Supervisor

\_\_\_\_\_

Name 2nd Supervisor

\_\_\_\_\_

Institutional unit (Faculty, Institute, Chair, ...)

\_\_\_\_\_

Institutional unit (Faculty, Institute, Chair, ...)

The following **arrangements** have been agreed upon:

1. Continued employment will be requested for the period:

2. The following academic qualifications will be pursued:

3. Reasons substantiating the adequacy of the duration of the fixed term contract for the desired academic/scientific qualification (timetable and work plan):

\_\_\_\_\_

Signature Academic Staff

\_\_\_\_\_

Signature Supervisor

\_\_\_\_\_

Signature 2nd Supervisor