

**HZB Graduate Center checklist for main advisors (is responsible for execution) and doctoral researchers:**

<b>Within 4 weeks*:</b>	<b>Main advisor**</b>	<input checked="" type="checkbox"/>	<b>Doctoral researcher (DR)</b>	<input checked="" type="checkbox"/>
<b>Welcome talk</b>	DR is sent to attend welcome talk		Attended	
<b>Supervision committee</b>	Supervision committee is formed		Supervision committee is known	
<b>HZB supervision agreement</b>	Alignment on mutual supervision expectations with DR		Supervision relationship is clear	
<b>HZB guidelines of good scientific practice</b>	Handed over to and discussed with DR		Read and understood	
<b>Enrollment at university</b>	DR is instructed to enroll at university		Enrollment process is started	
<b>Research School</b>	Clarification of membership (and registration)		Familiarization with respective regulations	
<b>Progress report</b>	Alignment on project proposal, work plan, qualification plan with DR		Expectations and tasks for progress reporting are clear	
<b>After 6 months* ( __/__/20__):</b>				
<b>Progress meeting</b> (with entire supervision committee)	Scheduled (or delegated to daily advisor or DR) and conducted		Progress report presented to supervision committee	
<b>Signed progress report and supervision agreement</b>	Report and agreement are signed		Sent to division coordinator	
<b>Qualification measures***</b>	Discussed with DR		Qualification plan completed	
<b>After 18 months* ( __/__/20__):</b>				
<b>Training on Good Scientific Practice</b>	DR is sent to attend training		Attended	
<b>Career planning</b>	Support offered to DR		Options are being explored	
<b>Progress meeting</b> (with entire supervision committee)	Scheduled (or delegated to daily advisor or DR) and conducted		Progress report presented to supervision committee	
<b>Signed progress report</b>	Report is signed		Sent to division coordinator	
<b>Qualification measures***</b>	Discussed with DR		Qualification measures attended	
<b>After 30 months* ( __/__/20__):</b>				
<b>Contract</b>	Clarification if contract extension is required with DR			
<b>Career planning</b>	Support offered to DR		Options are being explored	
<b>Progress meeting</b> (with entire supervision committee)	Scheduled (or delegated to daily advisor or DR) and conducted		Progress report presented to supervision committee	
<b>Signed progress report</b>	Report is signed		Sent to division coordinator	

\* After start of doctorate. Add date.

\*\* Or another person named by the main advisor

\*\*\* Qualification measures refer to subject-specific qualification and transferable skills courses

**More details to all listed tasks to be found in the HZB doctoral guidelines.**