

Memo
(only intended for your own work documentation)

Memo on the doctoral supervision of _____

Date of the consultation _____

Participants _____

Subject / Topic of conversation _____

Background for discussion (optional):

- ☐ Sketch of ideas
- ☐ Exposé
- ☐ Written interim report
- ☐ Individual chapter(s) (monograph)
- ☐ Paper (publication-based dissertation)
- ☐ Oral presentation

Possible points for discussion:

- Review of current progress
- Adjustments to the work and time schedule
- Discussion of specific challenges
- Planning of the next steps
- Other issues

Agreements

(List of agreements made, including responsibilities and deadlines)

Name of doctoral candidate

Name(s) of supervisor(s)

Signature of doctoral candidate

Signature(s) of supervisor(s)