Supervisor Guidelines
PD Arts + Creative

1. Context and Principles

- The PD trajectory in Arts and Creative is a pilot and subject to change.
- Agreements between candidate and supervisors should be tailored and revisited periodically.
- Candidates develop in four dimensions: professional, researcher, change agent, innovator.
- Reflection and alignment are essential within the team and with the candidate.
- Use Train-the-Trainer sessions offered by the domain to exchange experiences and best practices.

2. Formal Supervision Requirements

Training and Supervision Plan (TSP):

- Supervision takes place on the basis of a mandatory TSP in which candidate and supervisors agree on tasks, frequency, expectations, rights and responsibilities.
- The TSP needs to be submitted with the project proposal to the GC, and after approval to SIA

Supervision team composition:

- Two lectoren (min. one with PhD/PD and one with experience in arts/design research).
- Two professionals from the relevant field with independence and expertise.
- Additional experts can be involved but may cause logistical or interpretative issues.

Assessments:

- Formal Go/No-Go assessment at 9 months (for SIA funding continuation).
- Final assessment based on the completed portfolio.
- Assessment committee includes 2 external lectoren, 2 professionals, and 1 independent chair.
- First supervisor manages communication and documentation for assessments, possibly in relation with the research office.

3. Responsibilities of the First Supervisor

In relation to the candidate:
- Ensure onboarding: introduce the PD context, research group and relevant networks.
- Agree on supervision structure (e.g., bi-weekly meetings, monthly team sessions).
- Monitor well-being and HR matters; consider assigning a buddy from the research group.
- Assess candidate's competencies and development needs regularly.
- Encourage professional development reflection in the portfolio.
- Initiate ethical review processes in time and monitor focus and progress.
- Prepare the Go/No-Go milestone (both formative and summative components).
- Consider an additional reflective evaluation after 2–3 years.

In relation to organization and governance
- Familiarize oneself with the governance of the pilot and the administrative support in the school
- Monitor what happens in the Graduate Committee and communicate updates to candidate and team.
- Coordinate the Go/No-Go process and required documentation with research office and GC contacts.

In relation to the supervision team:
- Oversee team dynamics and involvement of field supervisors.
- Address team or candidate-related tensions proactively.

4. Responsibilities of the Supervision Team

Team composition and agreements:
- Organize a joint kick-off and document initial agreements.
- Define meeting frequency, agenda preparation, and participation in training.

Tasks and collaboration:
- Clarify tasks and contributions based on expertise.
- Foster open feedback culture and give candidates a voice.

Towards the Go/No-Go:
- Align expectations on required level for each role and output format.
- Clarify expectations for the first year and completion stage.

- Discuss the double-role of field supervisors as both guides and evaluators.

5. Relationship with the Professional Field

- Formalize agreements on data, IP, and finances with host organizations.
- Define the candidate's mandate and access within their working context.
- Plan for dissemination of results (form, content, ownership).
- Clarify responsibilities regarding ethics, especially in participatory research.

6. Responsibilities of the hosting school

- The research office of the school is the first point of information for administrative, financial and HRM issues
- Conflict mediation and confidential counseling
- Provide and inclusive and safe learning and working environment.
- Provide career planning beyond the PD trajectory.
- Support candidate with data management and ethical procedures
- Limited emphasis on candidate self-regulation and ownership of the process.

7. Relevant documents can be found at **this page** on the SAR Research Catalogue

- Program Handbook
- Format for project proposal
- Format for TSP
- Nine months assessment form
- Learning goals and assessment framework
- Mandatory curriculum for candidates