

RESPONSE 'Trouble-Shooting'

Project / personal / workgroup related issues

Items follow a time flow, i.e. in case (1) did not help continue with (2) etc. Of course, depending on the issue (project, personal etc.), you may want to skip some stages or involve a trusted third party earlier - this needs to be handled in a very flexible manner. The items below are simply meant to reflect some guidelines.

- (1) First talk to your principal supervisor, who may be a PI or a Postdoc.
- (2) Call for a joint meeting between you and BOTH supervisors (PI + coPI).
- (3) Involve a fourth, more 'neutral' person from outside the specific working group (i.e. a trusted third party).
- (4) Inform the spokesperson or any other member of the Executive Board and ask for help / support.
- (5) Call for a meeting of the thesis committee.
- (6) Call for a meeting together with the RESPONSE Executive Board.
- (7) Bring the issue to the attention of all RESPONSE members.

Important: Based on the nature of the problem one has, it may be very difficult to bring it up personally or to contact your supervisor directly. In such cases obviously an anonymous approach is needed. In such cases you should first contact the elected **Executive Board PhD representatives** (currently Gerlien and Mario). Then you should jointly decide what might be the next steps, e.g. that the PhD representatives bring the case to the attention of the respective supervisor, thesis committee, spokesperson, executive board or whatever seems most appropriate.

RESPONSE related structural issues

Please contact either the spokesperson or the coordinator.

Summary of supporting structures within RESPONSE:

Supervision team consisting of PI and coPI

Tutors (starting phase)

Thesis committee

Spokesperson

Coordinator

Executive Board (see RESPONSE webpage)