

SuCo2 Research Group

GUIDELINES

CONSULTATION HOURS

These guidelines aim to optimize meetings between instructors/supervisors and students. It establishes requirements both on the part of the student(s) as well as on the part of the instructor/supervisor and thereby constitutes the basis for a fruitful consultation appointment.

With the arrangement of a consultation hour appointment, **the instructor/supervisor** guarantees to:

- keep the **time** provided for a student's appointment completely free for the student
- **read** any texts / documents relevant to the meeting in advance (insofar as they are made available by the student in sufficient time beforehand and do not exceed the extent agreed upon)
- prepare the appointment and **provide support** on questions due to which the student has approached the instructor
- support the student constructively in the above-mentioned concerns and to account for the **responsibility** as an instructor/supervisor

Students who attend a consultation appointment are expected to:

- have a clear **concern** for the meeting when setting a consultation appointment
- send **files** relevant to the meeting (for example, exposés, chapters of a thesis, ...) to the instructor/supervisor sufficiently early and in the form agreed upon (in case of doubt, this should be discussed in advance with the instructor)
- take **responsibility** for their own academic works; in particular, the student is expected to be **prepared** for consultation appointment, can show what they have already done in order to solve a problem **independently** (e.g. independent research carried out, consultation with third parties), and takes the recommendations provided the instructor/supervisor seriously into consideration. A helpful way to prepare decisions to be discussed in a consultation appointment with the instructor/supervisor is to use the **decision recommendation matrix** that can be downloaded separately from the SuCo2 website (www.suco2.com).
- **document** key points discussed, recommendations given and agreements made as **short minutes** and share these with the instructor/supervisor **via email** to ensure that feedback and action items are correctly understood. In consecutive meetings, students are encouraged to use these minutes to explain how they considered the discussions and results of previous meetings.

The members of the working group regularly offer consultation hours for which you can register via myASU (ASU) or mystudy (Leuphana).

For further information, please visit our website at: www.suco2.com.