How to use the Bidirectional Assessment forms – for students and supervisors

This document is a brief instruction for student and supervisor on how to use the Bidirectional Assessment (BA) forms. In short, the BA includes three meetings, one before the start of the research project, one at the same time as the interim assessment (after 3 months), and one optional one after 6 months into the internship (these times are based on a major research internship). Each meeting has its own purpose. A more detailed explanation and the forms for the different meetings can be found on the study guide. Please also share this document with your supervisor.

What is important for you as a student:

- You are responsible for planning the meetings, filling out the forms, and storing the filled-out forms well (to be used for upcoming meetings).
  o Please think about the topics you want to discuss before meeting with your supervisor. This will help the conversation and makes it easier to address any more difficult points. The forms will provide you with inspiration for this and ask you to write a short reflection. Share these reflections with your supervisor before the meetings.
  o During the meetings, write down your agreements/meeting notes in the same form.
  o These forms are for you, so they are not shared with any third parties unless you want that to happen.

What is important for your supervisor:

- The Bidirectional Assessment has been designed to give students a tool to start a conversation about guidance, communication, and work environment. These are important aspects which contribute to the student’s learning experience and wellbeing during a research project. As a supervisor you have certain expectations of a student. With the BA we want to stimulate students to also share *their* expectations. This two-way street of communication will help to identify where expectations do not match, stimulate discussion to find suitable agreements, and thereby to improve the student’s research project outcome and experience.
- The forms that students will be using already have a number of predefined topics for students to discuss (guidance, communication, and work environment). It is up to the student to choose which topics he/she wants to discuss during the meeting. It is important that a student feels comfortable sharing their thoughts during the meetings. On the other hand, as a supervisor, you also have a chance to share your thoughts. Giving and receiving feedback during these meetings is highly encouraged.