## The discussion – note sheet from APV discussion

Meeting date:

Participants:

1. Preferred language of the employed student(s):
2. The primary work function of the employed student(s) (please tick off):
   * + - * Teaching:
         * Guidance:
         * Research support:
         * Office and administration:
         * IT:
         * Other work:
3. Do/does the employed student(s) work in full or in part in a laboratory and/or workshop?

Summarise your talk about the issues, the possible causes and the opportunities for improvement of the employed students’ working environment. It can be written like this:

| **Identification** | | **Analysis** | **Initiatives** | **Contact information** |
| --- | --- | --- | --- | --- |
| Topic | How does the problem occur? | What are the possible causes? | What are the opportunities for improvement? | Who can elaborate on the topic? |
| Job satisfaction |  |  |  |  |
| Work tasks |  |  |  |  |
| Collaboration |  |  |  |  |
| Well-being |  |  |  |  |
| Offensive behaviour |  |  |  |  |
| Physical working environment |  |  |  |  |
| Other |  |  |  |  |

The note is prepared by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_