Yearly follow-up during your PhD studies

Study Right & Initial ISP

• Apply for study rights via **study.info**.

• After acceptance and at the start of the doctoral studies, the student has **3 months** to write or update the **Individual Study Plan (ISP)** based on the document used to apply for the study rights.

Annual ISP Update & Follow-Up Committee

• The **ISP must be updated every year**.

• As part of the yearly follow-up, the student recruits a **Thesis Follow-Up Committee**.

• **Aim:** Promote successful progress of the thesis by providing subject matter and implementation expertise. If needed, the **study plan and research plan may be updated based on the committee's discussions**.

• **Composition (recommended): 2 members** (internal to **AAU** and/or external) + the supervisor(s).

• **Recruitment:** By the **doctoral student** together with the **supervisor(s)**.

Committee Meetings: Frequency, Roles & Confidentiality

• The **follow-up committee convenes every year until the thesis defence**.

• The **doctoral student** is responsible for **organizing** the meetings.

• If problems related to the thesis work or supervision arise, the student may **contact committee members between scheduled meetings**.

• The student must have the opportunity to **discuss issues in confidence** with the committee.

• The **doctoral programme monitors** implementation of the **supervision plan** and the **committee's activity**.

Process Overview

Within the first 3 months of start

• Update the **ISP**.

• **Recruit** the thesis follow-up committee.

• The first thesis follow-up committee can already be organised.

Before each committee meeting

• **Update the ISP** and **share it** with committee members.

During each committee meeting (≤ 90 minutes, suggested)

The doctoral student: - Presents the **doctoral training plan** and a **summary of goals** for the next follow-up period. - Focuses discussion on: - **What is required to graduate** - **Expected graduation date** - **Progress so far** (courses, project milestones) - **Publication plan** - **Funding plan** - The TFC gives **feedback on the research plan** and helps **train presentation skills**. - **Final 10 minutes:** supervisors are **dismissed**; the student continues **confidentially** with the committee to raise any supervision-related issues or concerns.

After each meeting

- The student **reflects on the discussion**, writes **brief minutes** to share with all participants, and makes **final updates to the ISP** for submission to the graduate school.

Quick Checklists

Startup (first 3 months) - [ ] Update ISP based on the application document
- [ ] Recruit two TFC members (internal and/or external) with supervisor(s)

Before each TFC meeting - [ ] Update ISP
- [ ] Share ISP with TFC and supervisor(s)
- [ ] Circulate agenda and materials

During each TFC meeting (≤ 90 min) - [ ] Training plan + goals for next period
- [ ] Graduation requirements & target date
- [ ] Progress (courses, research)
- [ ] Publication plan
- [ ] Funding plan
- [ ] Last 10 minutes without main supervisor(s) (confidential)

After each TFC meeting - [ ] Write and share brief minutes
- [ ] Update ISP per decisions
- [ ] Submit revised ISP to graduate school