

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**.
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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.
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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