Yearly Progress Meeting

Full name doctoral candidate:	
Employee number:	
Faculty / Department / Section:	

Promotor(s):	
Daily supervisor(s) / Copromotor(s):	
Start date:	
Date yearly progress meeting:	End of year: 2 3 4
Expected date dissertation completed:	

Assess progress of doctoral candidate:

0	1	2	3
Unsatisfactory	Satisfactory	Good / Very good	Excellent

	Doctoral candidate:	Promotor(s):	Daily supervisor(s) / Copromotor(s):	Department chair:
Date:				
Signature:				

Preparation by doctoral candidate

- Reread the PhD agreement and last year's work agreements.
- Fill in sections 1, 3, 7, 8 of this form. Other sections can be filled in during the meeting.
- Update the Doctoral Education Planning tab in DMA and make a print-out.
- **Submit this form and attachments (if applicable) to your supervisor(s) at least two weeks before the meeting.**

Meeting agenda

1. Evaluation of progress Doctoral Programme in relation to last year's agreements and planning.
2. Supervisors' feedback on progress, performance, and planning.
3. Development of competences and skills.
4. Doctoral Education Programme.
5. Data Management Plan.
6. Agreements for coming year.
7. Career perspective.
8. Feedback on supervision by doctoral candidate.

N.B. THE FOLLOWING APPLIES ONLY FOR DOCTORAL CANDIDATES APPOINTED AT TU DELFT
If you do not agree with the results of the assessment, you can submit an objection to an assessment in writing within two weeks after signing your assessment to the head of your department. You can read Article 4.9 of the Result and Development Cycle Regulation for TU Delft employees for more information.informed of the decision.

1. Evaluation of progress Doctoral Programme in relation to last year's agreements and planning.

A. Overview of results that were achieved over the past year.
B. Is the PhD project still on track or delayed? If delayed, why? What are the adjustment measures?
C. Perspective on complete Doctoral Programme. Provide a (provisional) table of contents of the dissertation with achieved/planned scientific results (e.g., with details of accepted/submitted/planned papers). Be specific about the coming year.

2. Supervisors' feedback on progress, performance, and planning:

Comments by doctoral candidate on supervisors' feedback:

3. Development of competences and skills:

Development of competences and skills

The doctoral candidate briefly identifies his or her performance in relation to these competences and last year's agreements and indicates where and how improvements can be made. Discuss each competence during the meeting.

The supervisor(s) give(s) feedback and indicate(s) how improvements can be made. Record any new agreement on the last page of this form.

Definition of skills' levels

1 = needs further development; 2 = at requested professional level; 3 = exceeds requested professional level

Doctoral Candidate		Competences		Supervisors
Self assessment	Level	Competency Development Guide	Level	Feedback
		Discipline related skills		
	1 2 3	**D.1 Scientific Knowledge**	1 2 3	
	1 2 3	**D.2 Engineering & Design**	1 2 3	
		Research skills		
	1 2 3	**R.1 Research Management:** Designing, Project management, Problem solving, Valorization	1 2 3	
	1 2 3	**R.2 Academic Thinking:** Conceptual thinking, Analytical thinking, Synthetic skills, Critical thinking,Creativity & Innovation	1 2 3	
	1 2 3	**R.3 Academic Attitude:** Societal context, Ethics	1 2 3	
	1 2 3	**R.4 Research Data Management**	1 2 3	
	1 2 3	**Skills development by learning-on-the-job activities (LOJ)**	1 2 3	
		Transferable skills		
	1 2 3	**T.1 Effective communication:** Presenting, Writing skills, Story telling, Language Skills	1 2 3	
	1 2 3	**T.2 Working with others:** Networking, Collaboration, Negotiation, Leadership	1 2 3	
	1 2 3	**T.3 Teaching, Supervising & Coaching:** Teaching, Supervising students /Coaching	1 2 3	
	1 2 3	**T.4 Self-management:** Autonomy, Time management, Flexibility, Perseverance, Dealing with risk and uncertainty, Entrepreneurship, Personal development	1 2 3	

4. Doctoral Education Programme:

Discuss courses and Learning-on-the-Job activities: e.g. progress, GS credits obtained, planning, courses to be added or dropped. (If necessary, please update DMA accordingly.)

5. Data Management Plan (DMP):

Discuss your DMP: e.g. training on Data Management, consultation of faculty data steward, creating a DMP with DMPonline, discussion about DMP with supervisors.

6. Agreements for coming year:

7. Career perspective:

What do you want to do after you have obtained your Doctoral Degree? Discuss your career perspective (industry / academia) and the assistance or advice you may require.

8. Feedback on supervision by doctoral candidate:

Quality of supervision (what would the candidate appreciate the supervisor(s) doing more of, or less of, or doing differently?), PhD process in general (e.g. Graduate School, DE programme), well-being and contributing circumstances, other points.

Comments by supervisor(s) on doctoral candidate's feedback. If applicable, record agreements for coming year:

Please submit the form together with attachments to your <u>Faculty</u> Graduate School office as you cannot upload the form in DMA yourself.
This form must be signed by the promotor(s), the (co)promotor / daily supervisor(s), department chair, and the doctoral candidate.