

Yearly Progress Meeting (36 months)

Finalizing the dissertation: making sure the thesis is complete within the next 12 months.

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

Promotor(s):	
Daily supervisor(s) / Copromotor(s):	
Start date:	
Date yearly progress meeting:	
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):	External member (if present):
Date:				
Signature:				

Preparation by doctoral candidate

- Provide the draft of the current table of contents of the thesis and assess the progress of the various chapters.
- Make a critical analysis (problems and solutions) about the progress of the writing of the dissertation (chapters of the dissertation can be scientific articles published in journals or conference proceedings).
- Fill in sections 1, 2, 3, 4, 6, 7 of this form. Other sections will be filled in during or right after the meeting.
- Update the Doctoral Education Planning tab in DMA if needed.
- Submit this form and attachments (if applicable) to the supervisor(s) at least two weeks before the meeting.

Meeting agenda

1. State of the draft of the dissertation.
2. Plans to finalize the dissertation.
3. Evaluation of the status and plans with respect to the Doctoral Education Programme.
4. Agreement on the Data Management Plan.
5. Agreements for the coming year.
6. Career perspective.
7. Reflection of the candidate on agreements; feedback on the supervisory team.

If the candidate does not agree with the results of this assessment, they can consult with the Director of the Faculty Graduate School. More information regarding disagreements between candidates and supervisory team can be found in Article 19 of the *TU Delft Doctoral Regulations*.

1. State of the dissertation

Provide a detailed assessment of the state of the dissertation: include the current table of contents and a short description of the progress of each chapter. What has changed (if anything) with respect to the plans outlined in last year's YPM?

2. Finalizing the Doctoral Programme trajectory (Dissertation, DMP)

You are at the end of the 3rd year and should have obtained most of the content forming the dissertation and drafted most of it. Provide a plan for completing the writing of the dissertation in the coming year, with particular emphasis on criticalities.

Comments by the supervisory team on the assessment of the candidate and on the plans:

3. Doctoral Education Programme

At this stage, (nearly) all required GS credits should have been acquired. Provide a summary of the Doctoral Education Programme and a list of the missing credits (if any). If needed, provide a plan on how to obtain the remaining credits in the coming months.

4. Data Management Plan (DMP)

At this stage, the DMP has been finalized and (most of) the data and codes (if any) have been already properly stored in a repository according to the FAIR principles.

Describe the situation and the actions that need to be taken to ensure this information is neatly organised and accessible.

5. Agreements for the coming year

Together with the supervisory team, define the milestones which will bring the dissertation to completion within the next 12 months.

6. Career perspective

Discuss the career perspective (industry / academia) after obtaining the doctoral degree. Discuss also the support or advice that the supervisory team may provide.

7. Feedback by the doctoral candidate

Provide feedback on the quality of the supervision (e.g., would changes in the type and or frequency of meetings be desirable for the coming year?). Comment on the trajectory of the Doctoral Programme in general (e.g., DE programme). Provide information on well-being and circumstances contributing to your well-being. Provide suggestions on the University and Faculty Graduate Schools or any other points worth mentioning. Please do not refrain from mentioning differences in opinion, if applicable.

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

Please fill in this form and email it to your Faculty Graduate School along with the necessary attachments. You cannot upload the form to DMA yourself. This form must be signed by the promotor(s), the (co)promotor / daily supervisor(s), the external member (if present) and the doctoral candidate.