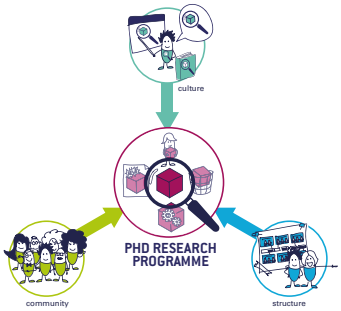

PROGRESS MEETING FORM

to be filled out during the **Yearly Progress Meeting** (@ 24/36/.. months)
details on this meeting are available in the IDE Graduate School Meeting Manual

Please use Adobe Acrobat at all times to open and edit this form

WHY FILL OUT THIS FORM

For PhD candidates the Yearly Progress Meeting (YPM) replaces the traditional R&D meeting. This YPM is designed to better fit the situation and needs of the PhD candidate. Just as in the R&D cycle the aim of the Yearly Progress Meeting and this form is to provide the PhD candidate with explicit assesment of his/her performance on a yearly basis.

HOW TO FILL OUT THIS FORM

This form consists of; r**eflection by the PhD candidate, competences, feedback by the supervisory team on the complete progress** and **agreements.**
The PhD candidate is asked to fill out the **reflection by the PhD candidate**, as well as a part of the **competences** prior to the meeting.
The supervisory team can then fill out their part of the **competences** and the **feedback by the supervisory team** either prior to, or during the meeting.
The PhD candidate and supervisory team should fill out the **agreements** during the meeting, after which the form has to be signed and forwarded to the secretary of the department of the PhD candidate.

PROJECT DETAILS

Full name of PhD candidate:	Employee number:
PhD start date:	Date Yearly Progress Meeting:
End of year: ◉ 2 ○ 3 ○ 4	

SUPERVISORY TEAM

Promotor(s):
Daily supervisor/Co-Promotor:
PhD-mentor:

SIGNATURES FOR AGREEMENT ON THE CONTENT OF THIS FORM

Sign this form **after** all sections have been filled out

PhD candidate	**Promotor(s)**	**Daily supervisor/ Co-promotor**	**Head of the department**	**HR advisor**
signature:	signature:	signature:	signature:	signature:
date:	date:	date:	date:	date:

SELF REFLECTION BY PHD CANDIDATE

This section of the form needs to be filled out by the PhD candidate prior to the meeting.

RECAP ON AGREEMENTS & RECOMMENDATIONS FROM PREVIOUS PROGRESS MEETING

Summarize the agreements and recommendations from the **Go/No-Go evaluation letter** or previous **progress meeting form** (whichever applies), copy-paste if possible.

DOCTORAL EDUCATION

Indicate whether your Doctoral Education progress is on schedule, how many GS-credits you have obtained and your planning for the remainder of the Doctoral Education programme. Also indicate any difficulties you might have encountered in the Doctoral Education programme.

DATA MANAGEMENT PLAN

Discuss your DMP (e.g. training on Data Management, consultation of faculty data steward, creating a DMP with DMPonline, discussion about DMP with supervisors), discuss if applicable approval by Human Research Ethics Committee (HREC).

SELF REFLECTION ON PROGRESS BY DOCTORAL CANDIDATE

Indicate your progress on the issues stipulated in the agreements and recommendations from the previous progress meeting. Also give an overview of the achieved results and completed assignements of the past year. If applicable, which part of the planning has deviated or been delayed? What have been obstructing/delaying factors? What was your part? What did you learn? If needed, you can also reflect on the PhD process, supervision and your well-being.

COMPETENCES

The left part of this section is to be filled out by the PhD candidate prior to the meeting. The right part is to be filled out by the supervisory team either prior to, or during the meeting. It is also possible to add competences which are not listed below.

PhD candidate

Please identify your performance on all relevant competences and indicate where improvements can be made. Clearly state whether these competences are subject to further development, or are satisfactory developed in your opinion.

Supervisory team

Give feedback on all relevant competences, especially where difference of opinion with the PhD candidate appears. And provide the PhD candidate with scores on each of the relevant competences using the following scoring system:
1 = needs further development, 2 = at requested professional level, 3 = exceeds requested professional level.

PhD candidate reflection:	Competence:	Supervisory team score:	feedback:
	D1. Scientific Knowledge Acquires and internalises existing scientific knowledge in the field of the PhD project.	◉ 1 ○ 2 ○ 3	
	D2. Engineering & Design Acquires and internalises the design and engineering skills to execute the PhD project.	◉ 1 ○ 2 ○ 3	
	R1. Research Management Formulates and designs the research strategy including the planning and carrying out of the project and evaluation/validation.	◉ 1 ○ 2 ○ 3	
	R2. Academic Thinking Evaluates the value of a statement or a fact, to question matters and to make clear reasoned judgements. Is able to actively and creatively look for improvement.	◉ 1 ○ 2 ○ 3	
	R3. Academic Attitude Makes choices that reflect integrity and responsible behaviour and works in line with the TU Delft scientific code of ethics.	◉ 1 ○ 2 ○ 3	
	T1. Effective Communication Passes on ideas and opinions to diverse audiences in a clear language. Is able to prepare and give clear and fluent presentations in a confident manner.	◉ 1 ○ 2 ○ 3	
	T2. Working with Others Works well with academic staff, peers and supervisor; sets a tone of cooperation within the work group and across groups; coordinates own work with others; values working relationships; when appropriate facilitates discussion before decision-making process is complete.	◉ 1 ○ 2 ○ 3	
	T3. Teaching, supervising & coaching Inspires students to develop knowledge and skills.	◉ 1 ○ 2 ○ 3	
	T4. Self-management Manages time effectively and maintains a healthy work-life balance with an assertive, creative and confident attitude as well as being able to deal with change, stress and procrastination.	◉ 1 ○ 2 ○ 3	
		○ 1 ○ 2 ○ 3	

FEEDBACK BY SUPERVISORY TEAM

This section of the form needs to be filled out by the supervisory team prior to/during the meeting.

OVERALL PERFORMANCE SCORE

0 = current level of performance is unlikely to lead to a doctoral degree
1 = needs further development
2 = at requested professional level
3 = exceeds requested professional level

FEEDBACK ON PROGRESS, DEVELOPMENT AND ON THE OVERALL PERFORMANCE SCORE OF THE PHD CANDIDATE

Please give feedback on the self-reflection of the PhD candidate (in the first section of this form) and on the overall performance score given in this section.

CAREER PERSPECTIVE

At the 24 month Yearly Progress Meeting: decribe your ambition after your PhD. At the 36 month Yearly Progress Meeting: describe what your next career step will be. Discuss the assistence or advice you may require with your supervisory team.

AGREEMENTS

This section of the form needs to be filled out during the meeting in agreement between the supervisory team and the PhD candidate

AGREEMENTS FOR THE UPCOMING YEAR

Agreements on what will be done in the upcoming year in terms of research, doctoral education, teaching, supervision, personal development and other relevant topics. Agreements towards (timely) completion thesis (48 months).