

# GO/NO GO MEETING (AE)

June 2021

## AIM OF THE MEETING

The meeting aims at assessing the fitness of the candidate to complete successfully the PhD and to define the best strategy for its completion within the foreseen 4 years.

The GO/NO GO decision is taken by the promotor on the basis of the meeting itself and of the advice provided by the committee.

## SCHEDULE OF THE MEETING

The meeting should take place within 12 months (preferably earlier) from the start of the PhD.

The meeting will last ca. 2 hours.

## MEETING INITIATION

The meeting is planned by the PhD candidate following the invitation email sent by the FGS and/or an automatic email from DMA.

## MEETING ATTENDEES

- PhD candidate
- GO/NO GO committee composed of at least 3 members inclusive of members of the supervising team (not the promotor) and an external member (not involved in the project).
- Promotor, may act as Chair

## MEETING AGENDA

- Introduction by the Chair
- Presentation by the PhD candidate (20 min)
- Discussion (40 min)
- Agreements are discussed and made
- Recommendation by the GO/NO GO committee to the promotor
- Formal GO/NO GO decision by the promotor
- Conclusion, feed-back and outlook to the future

## GO/NO GO REPORT AND THE MEETING

### Description



The GO/NO GO report builds on the PhD Agreement and on the discussions you have had with the supervising team during the months preceding the meeting.

In the report, you elaborate on the progress obtained, assess your own performance and provide your vision for the path leading to successful completion of the PhD.



### Tips and tricks

- Stick to the topics and number of pages mentioned in the GO/NO GO report guidelines.
- Consult with the supervising team while writing the report.
- Prepare carefully the presentation.
- Carefully prepare the meeting and the questions you might have for the committee.
- Make explicit your expectations on the project, future activities and on all relevant issues.

## GO/NO GO FORM

### Description



The GO/NO GO form will include the decision of the promotor and the advice of the committee on the continuation of the doctoral programme.

The decision is supported by a motivation.

The PhD candidate is invited to provide his/her feed-back to the process.



### Tips

Make sure that:

- Your ideas and remarks are reported correctly in the form.
- The path for the coming months/years is clearly described. This includes, for instance, the number of papers you are supposed to write.
- The form is signed by all parties at the meeting or immediately after.

## FORM A



### Description

Form A is filled during the meeting. This form is used to request the formal appointment of the supervisory team by the Board for Doctorates.

### Remember!

Don't forget to submit the filled-in and signed forms to the Faculty Graduate School (by email at [Graduateschool-ae@tudelft.nl](mailto:Graduateschool-ae@tudelft.nl)) **within 2 weeks** after the meeting.

# GO/NO GO MEETING (AE)

## PREPARATION



- Write the GO/NO GO report based on the report guidelines.
- Discuss the report with your supervisors.
- Forward the final version of the report to the committee **no later than 2 weeks before the meeting.**
- Prepare the presentation.
- Carefully prepare your own questions to the committee. What do you want to get out of the meeting?

## DURING THE MEETING

- Give the presentation (20 min).
- Discuss your work with the committee.
- Do not hesitate to pose questions you find relevant. This includes, for instance, expected publications, meetings, laboratory time and experiments.

## FINALIZING

- In the unfortunate case that you receive a NO GO decision and disagree with the decision, you can lodge an objection **within 6 weeks** after the decision. Consult the FGS for details.
- In the case of a GO decision, make sure that you exactly understand what is expected from you in the next three years.
- Sign the GO/NO GO form and also Form A in case of a GO decision.



- Supervisors provide input to the candidate's report.
- **Before the Meeting**, committee members and promotor carefully read the GO/NO GO report provided by the PhD candidate.

- Listen carefully to the presentation and ask clarifying questions.
- Analyse future activities in a critical but constructive way and assess if the required expertise is available.
- Develop and provide your advice to the promotor. Do not hesitate to make constructive suggestions! Plans and agreements must be clearly formulated.
- In the case you recommend a NO GO, provide constructive feedback.

- Sign the GO/NO GO form and (only the supervisors) also Form A in case of a GO decision.



- In collaboration with the supervising team, define the composition of the GO/NO GO Committee.
- **In the days before Meeting**, carefully read the GO/NO GO report provided by the PhD candidate.

- Participate in a respectful and constructive manner to the discussion answering the questions posed by the PhD candidate and the committee but without taking a leading role.
- Receive the advice of the GO/NO GO committee and finalize your decision.
- In the case of a NO GO decision, you should communicate this in a constructive and respectful manner.
- In the case of a GO decision, make sure that activities, expectations and agreements for the future are clearly formulated and agreed upon.

- Make sure that the final version of the GO/NO GO form is completed and signed preferably at the meeting or shortly thereafter.
- In case of a GO decision also fill-in and sign Form A.
- In case of a NO GO decision, inform HR and the Faculty Graduate School immediately after the meeting.