 



**Annual PhD Progress Report**

**Instructions**

FOR PhD CANDIDATE, (CO)SUPERVISOR AND INDEPENDENT ADVISOR: PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE PLANNING THE ANNUAL PhD PROGRESS MEETING.

**The annual PhD progress meeting**

The annual PhD progress meeting between PhD candidate, supervisor(s) (*promotor*), co-supervisor(s) (*co-promotor*) and independent advisor(s) is intended to monitor the progress of the project (rate, direction, quality, support) and supervision1, discuss personal and scientific development (accomplishments, competences and skills) and future career plans of the PhD candidate, and, if necessary, adjust the Individual Training Plan. This is an important opportunity for the PhD candidate to evaluate scientific and personal development and yearly project goals. **The PhD candidate takes the lead as this meeting concerns their future**. While scientific progress should be monitored as it is essential for a successful doctoral thesis, they can decide which additional subjects they would like to discuss in more detail. Obviously, the relevance of the different parts shifts during a PhD track. For example, the career section is more relevant in the 3rd/final year than in the 1st year.

The first meeting should be planned a year after the start of your PhD, and then each subsequent year with yearly intervals, and also 6 months into your final year. At least one, **but preferably two**, independent advisors should be appointed at the start of the PhD track for these meetings. The overall role of the independent advisors is to provide advice to both the PhD candidate as well as the supervisors1, ensuring that the PhD research is proceeding to plan, and discussing and documenting any issues. Independent advisors can also be approached by the PhD candidate outside the annual meeting, where a mentoring role is beneficial. It is therefore important that an independent PhD advisor has no hierarchical relationship with the (co)supervisor(s), that they have successfully directly supervised at least one PhD graduation, and that they are assistant/associate/full professor, PI or comparable level at a Dutch academic institution or research institute2. The annual PhD progress meeting is not the same as annual assessment (*functioneringsgesprek*/*jaargesprek*), which is an HRM tool to evaluate a PhD candidate as an employee within their institute.

**Preparing the annual PhD progress meeting**

In preparation of the annual PhD evaluation, the PhD candidate generates an overview of his/her research (**Part 1**) and courses and meetings attended (as registered in the TSA); fills in the sections on PhD accomplishments (**Part 2**); PhD competences and skills (**Part 3**); and Career planning and support GSLS (**Part 4**), see ‘Detailed instructions’ below. This document should be sent to the (co)promotor(s) and the independent advisor(s) at least one week before the actual meeting. As mentioned, the PhD candidate should indicate which elements from Part 1-4 require special attention during the annual meeting.

**Organising the annual PhD progress meeting**

The PhD candidate is responsible for planning the annual meeting. In most programmes there will be one single meeting with PhD candidate, (co)promotors and independent advisor(s). After a joint part, the PhD candidate and the (co)supervisor(s) will be given the opportunity to separately speak with the independent advisor(s). In some PhD programmes, two meetings are planned: a preparatory meeting with the (co)promotors on accomplishments, competence & skills and future career (Part 2-4 of the form) followed by a meeting with all attendees on all aspects of the evaluation. Normally 1 hour is sufficient for the annual PhD progress meeting, but this can be extended if requested beforehand by the PhD candidate or independent advisor(s).

It is important to record recommendations on the form (**Part 5**). The form is signed (**Part 6**) and filed with the secretary or coordinator of the PhD programme. Please consider the environment before printing the forms, signatures can be inserted electronically.

1 A more detailed description of the role of supervisor, co-supervisor and independent advisor(s) can be found in the [GSLS Quality Assurance Plan](https://www.uu.nl/sites/default/files/Quality%20assurance%20PhD%20GSLS%202021%20versie%202.2%20%28final%29%20May%202021.pdf) and in the [PhD Guide](https://www.uu.nl/sites/default/files/PhD_Guide_GSLS_20211206.pdf) or [PhD Supervisor Guide](https://www.uu.nl/sites/default/files/PhD_Supervisor_Guide_GSLS_20211206.pdf). The official “Doctoral Degree Regulations Utrecht” ([English](https://www.uu.nl/en/organisation/phd-programmes/practical-matters/regulations-and-forms), [Dutch](https://www.uu.nl/organisatie/promoveren-aan-de-uu/praktische-zaken/reglementen-en-formulieren)) describes amongst others the formal role(s) of supervisor and co-supervisor.

2 Can be non-Dutch academic institution or research institute in exceptional cases. Annual evaluation may have to be online in that case.

**Detailed instructions**

**Part 1. Research and Supervision**

**1.1 Background**

Give an introduction/summary of your proposed research question, including the general research field, the overall goals, and commonly used methodology (relevant to your project). This part should be written in such a way that it is clear and sufficient for your independent PhD advisors (max 1x A4).

**1.2 Project description**

Please give short descriptions of sub-projects/thesis chapters and their status (not yet started / initial stages\*/ well-developed\* / almost finished\* / finished and submitted / published; \*estimate time needed or timeline) (max 1x A4).

**1.3 Current progress**

In this section you should briefly describe, for each subproject/thesis chapter,your progress against the targets/goals set in your last progress report or the targets/goals that you set with your supervisor(s) at the start of your PhD, referring to any skills you have developed through training and development activities. Also describe the frequency and effectiveness of planned meetings with promoter and/or co-promoter.

Please consider the following when completing this section.

* *Briefly describe any issues/problems which have prevented you from achieving your targets (you can think of supervision/support, training, equipment, reagents, finances, personal circumstances etc.).*
* *Explain if and how these issues have been addressed and state your plans to meet any unmet targets.*
* *Include which courses and educational activities you have followed. Have they been valuable?*
* *Describe how regularly you meet with your supervisory team and whether this is sufficient. Also indicate whether additional input is given by others or needed.*

**1.4 Targets for progressing your research during the next report period**

In this sectiondescribe your research targets/goals/milestones for each project/chapter/paper for the next period. Provide a timeline with deadlines for completing milestones. Please consider the following when completing this section.

* *How did you define these targets/goals?*
* *How do you plan to reach these goals? Will your approach be similar or different from the previous period(s)?*
* *Do you anticipate any potential issues/problems which may hinder progress? How do you plan to address these?*
* *If you are entering your final year, provide a completion plan. This is a concrete plan for finishing your PhD and a timeline for submitting your thesis.*

**1.5 Courses and meetings you have attended (as registered in MyPhD).**

Provide information concerning courses and (inter)national meetings that you have attended during your PhD.

**1.6 Teaching activities**

If applicable, list your teaching activities (lecturing and supervision of students) and load (in FTE or %). Please consider the following when completing this section.

* *Is there a good balance between your research activities and teaching activities?*
* *Did you receive training for teaching tasks? (Compulsory for all PhDs with teaching tasks following the UU regulations.)*
* *What are your teaching activities in the coming period?*

**1.7 Clinical activities**

If applicable, list your clinical activities and load (in FTE or %). Describe if it is separated from your research or combined. Please consider the following when completing this section.

* *Is there a good balance between your research activities and clinical activities?*
* *What are your clinical activities in the coming period?*

**Part 2. PhD Accomplishments**

Please state your two best accomplishments in the last year and their impact (scientific/personal/local/ societal). Some examples of best accomplishments include: dealing with setbacks; managing multiple projects at the same time; writing a protocol, abstract or article; winning a prize; obtaining a grant; giving a lecture; organizing an event. Please explain why these are the two best accomplishments, including impact for the PhD candidate him-/herself, others or society.

**Part 3. PhD Competences and skills**

The [PhD Competence Model](https://www.uu.nl/en/education/graduate-school-of-life-sciences/phd/during-your-phd/phd-course-centre/phd-competences-and-skills) is a self-assessment tool for individual growth in research-related competences. Three domains (“Research skills and knowledge” and 2 other domains of your choosing) are to be indicated and discussed which additional competences you have chosen and why these were chosen. Goals are formulated based on these competences including the way to achieve them. Some examples include: following a specific course, learning to lead a research meeting, giving lectures, guiding a master student or focusing on a specific competence (communication) throughout the year.

To prepare for your annual interview please fill out 3 domains of the [PhD Competence Model](https://www.uu.nl/en/education/graduate-school-of-life-sciences/phd/during-your-phd/phd-course-centre/phd-competences-and-skills). Fill out “Research skills and knowledge” domain (obligatory) and two other domains you want to evaluate.

**Part 4. Career planning and support GSLS**

Long-term career goals are indicated in this section. This section can trigger discussions about research and other talents, and how the PhD candidate can be supported in finding the career path that suits him/her. The GSLS can also provide help in [career planning](https://www.uu.nl/en/education/graduate-school-of-life-sciences/phd/during-your-phd/phd-course-centre/phd-career-services).

**Part 5. Recommendations and remarks annual interview**

Recording recommendations on the form is very important, as they may form the starting point of the next annual PhD evaluation.