



# Annual progress evaluation form

Version: November 2018

All doctoral candidates in the program will be evaluated annually by their doctoral committee. The purpose of this review is to encourage discussion between the candidate and the doctoral committee, to monitor progress, highlight achievements, identify problems and set goals and to enable timely completion of the thesis. The evaluation assesses research productivity and training.

This **annual progress evaluation form is to be filled together during the annual meeting** of the doctoral committee and the PhD candidate. The form should be used as guide which topics are important to discuss during the meeting. The original document stays with the PhD candidate; a scan should be send via e-mail to the coordination office.

## Personal data and project

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Name

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Working title of PhD project

**The following issues should be discussed by using the form for documentation:**

- Evaluation of working conditions
- Research progress evaluation
- Evaluation of involvement in the PhD program
- Support from and cooperation with supervisor
- Future plans – Research and career development
- others

## Evaluation of working conditions

(e.g.: conditions in the lab, direct supervisors, collaborators...)

## Research progress evaluation

Candidate's involvement in design of research experiments and development of research plan

Development of methods (e.g.: methods were already established in the lab, establishing of methods as part of the PhD project...)

Conducting research experiments

Analysis of research results

Scientific writing and presentation (preparation and presentation of annual report, preparation of animal use and care protocol, posters, publications, dissertation, presentations)

Literature knowledge related to PhD thesis

Contribution to scientific discussion in group meetings

Activities performed for working group

## Evaluation of involvement to the PhD program

Performed training (e.g., with comments on usefulness of courses and courses needed)

## Support from and cooperation with supervisor

Form and intensity of supervision

e.g. information provision, guidance, decision-making, coaching, giving feedback, clarity, cooperation etc.

Guidance for career development

Frequency of meetings with supervisor(s)

Absence of primary supervisor for more than two month in next year

(if this is the case, please comment on other researchers capable for supervision during the absence of the primary supervisor)

