Dear PhD student,

This document contains the evaluation form for your yearly PhD assessment meeting with your supervisory committee. Please plan a meeting with your supervisory committee a year after the start of your PhD, every year with yearly intervals, and also 6 months into your final year. The goal of this form is to help you in the evaluation process and identify possible hurdles you might experience during execution of your PhD project(s). This will be helpful in planning and evaluating the progress of your PhD. Please take some time to fill it out and send it to the members of your supervisory committee at least one week before your meeting with them as it forms the basis for your yearly evaluation meeting.

**Instructions:**

**Page 2**. On this page you fill out the names of people that are actually present during you evaluation meeting. The participants sign their names and date.

**Page 3.** Here you fill out your name, the title of your project, your research group/division the members of your supervisory committee, funding sources, start and estimated ending of your promotion.

**Page 4.** Q1. Please give a summary/background of your proposed research question (goals) and methodology (1x A4). This section will help you to determine where you stand in your PhD.

Q2. Answer the relevant question for yourself.

Q3. Answer all questions. Where it states co-promotor you can also read this as your “daily supervisor”.

Q4. This addresses the progress you made in your various (sub)project(s). Please answer all questions.

Q5. This addresses the progress you plan to make in the next year. Please answer all sub questions.

**Page 5.** Q6. Development, training and teaching. Please answer all sub-questions.

Q7. Please answer all sub-questions. The first two questions are important and related to your personal development.

**Page 6.** Q8. Self-evaluation. This section will help you to order your thoughts and work towards solutions for problems you have encountered.

Q9. Additional comments, suggestions etc.

After the form has been completed and you have had your yearly meeting with your supervisory board, please send a signed-copy (scan-PDF) to [RM-PhD@umcutrecht.nl](mailto:RM-PhD@umcutrecht.nl) and keep the original for yourself.

Koen Braat (coordinator RM-PhD programme) & Paul Coffer (Chair-RM PhD programme)



**Signature Date**

**Name PhD student ……………. …………….**

***Supervisory Committee***

**Promotor: ……………. …………….**

**Co-promotor: ……………. …………….**

**Daily supervisor: ……………. …………….**

**Member: ……………. …………….**

**Member: ……………. …………….**

**PhD program coordinator: ……………. …………….**

**Please return this form (or as PDF-scan) to the RM-PhD program coordinator (**[**k.braat@umcutrecht.nl**](mailto:k.braat@umcutrecht.nl)**) and Anita Heijer-Fledderman (**[**rm-phd@umcutrecht.nl**](mailto:rm-phd@umcutrecht.nl)**)**



**PhD Project Evaluation Form**

**Name PhD student:**

**Project (thesis) title:**

**Department/Group:**

**First promotor:**

**Second promotor:**

**Co-promotor:**

**Co-promotor:**

**Main task as daily supervisor:**

**Subsidized by:**

**Starting date:**

**Estimated finishing date:**

**PhD Supervisory committee (external members):**

**Member / Department:**

**Member / Department:**

**First (year 1) Second (year 2) Third (year 3) Fourth (year 3.5)**

**1. Please give a summary/background of your proposed research question (goals) and methodology so that it is clear and sufficient for all members of the committee (1x A4).**

**2. If you are a first year or second year PhD-student, please give the broad topics (a few sentences) of the proposed chapters of your thesis.**

**If you are a third year PhD-student, please provide a draft thesis setup with proposed chapter titles.**

**If you are a final year PhD-student, please provide a complete thesis setup with chapter titles.**

**3. Approximately how many supervision meetings did you have since last progress report or since the start of your PhD until your first progress report?**

* How regularly do you have planned meetings with your promotor(s)?
* How regularly do you have planned meetings with your co-promotor(s)?
* How regularly do you have planned meetings with all supervisors together?
* How do you prepare for these meetings?
* Were these numbers sufficient? Please motivate your answer
* Were these meetings satisfactory? Please motivate your answer

**4. Progress made with your research in the current report period**

*In filling in this section please consider the following information:*

* Briefly describe 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.
* Briefly describe any issues/problems which have prevented you from achieving your targets (you can think of supervision/support, training, equipment, reagents, budget, personal etc).
* Explain if and how these issues have been addressed and state your plans to meet any unmet targets.

**5. Targets for progressing your research during the next report period**

*In filling in this section please consider the following information:*

* Describe your research targets/goals/milestones for each project/chapter/paper for the next period.
* 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?
* Do you feel you have enough time to complete your project and graduate?

**6.** **Development and Training**

*In filling in this section please consider the following information:*

* Which training/ courses did you take since you started your PhD? (check your TSA)
* What have been the most important/rewarding aspects of each course?
* If the courses followed are different from the ones on your TSA then why?
* Which training and development events will you attend in the next period? If the courses followed are different from the ones on your TSA then why?
* Did you perform teaching tasks (list and time invested) and did you obtain teaching skills? (if so give examples)
* Do you feel teaching takes too much of your time?
* Would you like to be more involved in teaching?

**7. Meetings, publications and prizes/awards**

*In filling in this section please consider the following information:*

* Do you feel comfortable asking questions during (group) meetings? Give short motivation.
* Do you feel comfortable presenting your work during (group) meetings? Give short motivation.
* Did you send abstract(s) to scientific meetings to be selected for an oral or poster presentation? Give short motivation.
* Which (inter)national scientific meetings did you attend?
* Did you present your work at these meetings (poster, talk, other)?
* Did you win prizes/awards? If yes, which.
* Publications (since the start of your PhD):
* Expected manuscript submissions for the next period:

**8. Self-evaluation**

*In filling in this section please consider the following information:*

* What were your expectations from the last period preceding this progress report? Think of supervision, progress (experiments, writing).
* How would you assess your progress since the beginning of your PhD or since your last progress report? Did it meet your expectations? Please motivate your answer as to why, especially if you felt your progress was above or below your expectations.
* What would you change to improve your progress?

**9. Do you have any additional comments you would like to share or discuss about any aspect of your PhD project, progress or supervision?**