# Monitoring form PhD candidates

***To be filled-in by the PhD candidate in preparation of an R&O or evaluation meeting***

***(Send a copy of the completed form to your Graduate School secretariat, please)***

1. **General information**

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| --- | --- |
| Full name and title(s) PhD candidate: |  |
| Research Group / Chair Group: |  |
| Email address (..@wur.nl or other if outside NL) |  |
| Start date (dd/mm/yyyy) |  |
| Expected end date (dd/mm/yyyy) |  |
| Evaluation period (put a cross): | * 00 – 12 months * 12 – 24 months * 24 – 36 months * 36 – 48 months * ................. |
| Date of evaluation meeting |  |

|  |  |  |
| --- | --- | --- |
| **Signature** | Put a cross  (only in electronic version) | Signature  (only in paper version) |
| Supervisor | 🞎 Agree with content and wording |  |
| PhD candidate | 🞎 Agree with content and wording |  |
| 🞎 Seen |  |
| (please add explanation if signed for seen): | |

1. **Status of research proposal and TSP**

|  |
| --- |
| **Title of PhD project** |
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| --- |
| **Status of PhD research proposal** |
| * Still under development * Sent to Graduate School for approval * Approved by Graduate School * Approved by external research organisation after external review of full PhD research proposal (for example NWO). Approved by (which organisation): |

|  |
| --- |
| **Status of TSP** |
| * Still under development * Sent to Graduate School for approval * Approved by Graduate School * No TSP required |

1. **PhD Research Progress & Personal Performance: evaluation of past period**

**Research objectives for evaluated period**

**Please note that details of the Thesis progress should be mentioned in annex 1**

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| --- | --- | --- |
| Description of research activities, objectives and results for past period | | |
| No. | Description activity, objective or result | % realized |
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| Did you meet all the objectives that were specified for the past period? If Partly or Not, please clarify briefly below. | Yes / Partly / No |
| Explanation: | |

**Time schedule for evaluated period**

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| --- | --- |
| Is your PhD research on schedule?  If Almost or Not, please answer the questions below | Yes / Almost / No |
| How much delay do you expect (approximately) ? | …… months |
| What are the main reasons for the delay? | |
| * Project proposal was not clear or not focused enough * Research developed in different direction * Research required additional knowledge and/or expertise * Planned tasks took more time than expected * Technical problems with research equipment and/or problems with data collection * Mismatch in expectations between supervisor and PhD candidate * Other teaching/research/work obligations at my home institute * Activities that are (partly) compensated: … * Illness * Pregnancy leave/Parental leave * Switch to part-time work * Other job * Other: … | |
| How could the progress be improved in the next period(s)? | |
| * Better planning/focusing * Better or more supervision of promotor/supervisor * Better or more technical support/equipment/software * Better co-operation with colleagues * Following in-depth PhD-course, PhD-skills courses or specific training * Improved participation in relevant scientific networks * Progress cannot be improved * Other: … | |
| Remarks: | |

As you may know, WIMEK has a mentoring and counselling system available for PhD candidates. So if you feel that your PhD research is not going as smoothly as you wished for, don’t hesitate to contact the PhD advisor before small problems become complex issues later on in your PhD project.

See for more information about confidential advise: <http://www.wur.nl/en/Education-Programmes/PhD-Programme/Graduate-Schools/Wageningen-Institute-for-Environment-and-Climate-Research/PhD-information/Confidential-advice.htm>

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| --- | --- |
| **Final conclusion of supervisor on total research performance in the previous period (descriptive)** | **Final conclusion** |
|  | 🞎 excellent  🞎 good  🞎 sufficient  🞎 moderate  🞎 weak |
| **Reaction of employee to final conclusion of supervisor** | |
|  | |

1. **PhD Training and Education: evaluation of past period**

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| Are there any changes in your TSP? | Yes / No |
| If Yes, adjust your TSP and take an updated version of your TSP with you to the R&O or evaluation meeting |  |

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| Did you attend any MSc courses, PhD courses, seminar series or Summer Schools in the previous period?  If yes, please specify below; if not, why? | | | Yes / No | |
| (Code and) Course Title | Year | Research School or University | Country | Credits (ECTS) |
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| If not, why?   * No relevant courses, seminar series or summer-schools available * Insufficient information about courses * Insufficient budget * I have spent enough time on these activities already * Other: … | | | | |

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| Are the current PhD courses offered by the Graduate Schools sufficient at the moment?  If not, specify what type of additional courses should be organised: | Yes / No |

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| Did you participate in teaching activities in the past period?  If yes, what kind of teaching activities? | | Yes / No |
| No. | Teaching Activity | Time (in hours) |
| 1 | Teaching |  |
| 2 | Supervising BSc or MSc thesis student(s) |  |
| 3 | Assisting practical courses |  |

Please note that PhD candidates may spend a maximum of 10% of their time to teaching activities.

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| Did you present your research results in the past period?  If yes, specify what, when and where | | | | Yes / No |
| Oral or Poster | Title presentation  at congress / conference / symposium | Date(s)  dd/mm/yyyy | Town | Country |
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| Did you carry out any other academic training or activities (for instance research skills training or academic services, such as (co)-organising symposia, performing reviews, act as convenor?)  If Yes, please specify | Yes / No |

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| Other training activities carried out in the previous period: |

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| Did you carry out any activities to prepare on your future career (such as career courses, professional skills courses, participation in the Professional PhD Programme of Promovendi Netwerk Nederland, networking activities, etc.)  (especially important for 3rd and 4th year PhD candidates) | Yes / No |

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| Career activities carried out in the previous period: |

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| **Final conclusion of supervisor on total PhD training and education performance in the previous period (descriptive)** | **Final conclusion** |
|  | 🞎 excellent  🞎 good  🞎 sufficient  🞎 moderate  🞎 weak |
| **Reaction of employee to final conclusion of supervisor** | |
|  | |

1. **Planning PhD Research, Training and Education: the next period**

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| --- | --- | --- |
| Description of research activities, objectives and results for the next period | | |
| No. | Description research activity, objective or result | Estimated time (in weeks) |
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| Description of PhD training and education activities for the next period | | |
| No. | Description PhD training and education activity (courses, seminars, presentations, skills training, attending congresses, symposia, etc.) | Estimated time (in weeks) |
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## Supervision

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| Promotor(s): |  |
| Co-promotor(s): |  |
| Daily supervisor(s): |  |
| Detailed agreements on supervision: different kind and frequency of meetings; meeting form (face-to-face, skype, email, other); maximum reply time on draft manuscripts; etc. | |
|  | |

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| Are you satisfied with your supervision (e.g. time investment, academic freedom, good mentorship, integrity of co-authorship, career support, resolution of tensions and conflicts) ? | Yes / No |
| If not, please explain why: | |
| If there have been any problems concerning supervision, what has been done by your supervisors to resolve them ? Any joint plans to improve the supervision in the coming period ? | |
|  | |

Please note: if you face any problems with your supervisors you want to discuss confidentially with an independent person, you may also contact the confidential advisor of your Graduate School or the confidential counsellors of Wageningen University and Research.

## Working conditions

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| **General**  How do you like the work, the content of the work, working in the team, are there special circumstances or remarks, etc. |
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| Remarks on working conditions: workplace, work climate, safety, health, pressure of work or other matters in the field of health and safety (ARBO) |
|  |
| Agreements made on working conditions (workplace, safety, health, pressure of work, other ….) |
|  |

**ANNEX 1: Detailed PhD Thesis progress report**

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| What is the proposed title of the Thesis? |
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| --- | --- | --- | --- | --- | --- | --- |
| What is the status of the Thesis report? | | | | | | |
| No | Chapter title  See note 1 | Data collection | Literature review | Data analysis | Writing | Publica-tion date |
|  |  | % realized | % realized | % realized | % realized | See note 2 |
| 1 | Introduction (C) | n/a |  | n/a |  | n/a |
| 2 | .. (P1) |  |  |  |  |  |
| 3 | .. (P2) |  |  |  |  |  |
| 4 | .. (CP1) |  |  |  |  |  |
| 5 | etc. |  |  |  |  |  |
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|  | General Discussion and Conclusions | n/a |  | n/a |  | n/a |
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[1] C = Chapter; P = Paper; CP = Co-Paper

[2] NS = Not Submitted (mention planned date); S = submitted; R1 = 1st Review; R2 = 2nd Review; P = Published

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| --- | --- |
| Please comment on status of Thesis report as mentioned above | |
| 1 |  |
| 2 |  |
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| 4 |  |
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**Explanation and instructions monitoring form**

In the first year of the PhD trajectory, the graduate school starts implementing a monitoring system that helps you and your supervisor(s) to keep track of the steps taken in the process and to adapt planning if necessary. The system yearly incites PhD candidates and supervisors to get into conversation about results, progress and planning.

Most supervisors and PhD candidates have regular consultations about theory, methods and analysis of data. Supervisors are also there to assist and advice their PhD candidates with regard to planning and solving difficulties, but the experience of PhD candidates is that such issues sometimes should receive more attention. By establishing a regular moment of evaluation, the monitoring system will facilitate conversations between supervisors and PhD candidates about the research process, planning and supervision issues. It ensures that supervisors and PhD candidates identify, discuss and tackle problems in an early stage, informs the graduate school about the state of affairs and helps to prevent major delays. If necessary, the graduate school will contact you and – if you wish - your supervisor. The monitoring information will only be available to the PhD candidate, the supervisor and the graduate school.

In the first year, the monitoring conversation will precede the formal go/no go decision by the supervisors. After the first year, the monitoring form can be used for an annual conversation with all PhD candidates. For employed PhD candidates, the monitoring form can be used instead of the R&O form for PhD candidates. The (co-) promotor can upload the monitoring form in the digital R&O tool.