

Confidential

Evaluation form go/no-go decision for PhD candidates, Wageningen University, version 2017

Download this form, prefilled with data on the PhD project and candidate, from PROMIS

Please, read the explanation of the procedure on page 4 first

1. General

Name PhD candidate:

Chair / department:

Supervisor (promotor):

Daily supervisor(s):

Evaluation period:

Dates of performance review meeting:

Tick, if applicable

Contract of employment Wageningen University *

Contract of employment Wageningen Research (former DLO) *

No contract of employment:

Sandwich PhD candidate

Guest PhD candidate

External PhD candidate

2. Evaluation made by:

Supervisor (promotor):

Contact: Daily / Regularly / Occasionally

Daily supervisor(s):

Contact: Daily / Regularly / Occasionally

3. Starting point of the performance review:

Information, background and basis for the go/no-go decision

Starting date PhD project:

Project proposal approved by the graduate school: yes/no/not applicable

TSP approved by the graduate school: yes/no/not applicable

MSc degree from Wageningen University or another Dutch university: yes/no

In the case of an MSc degree from a university abroad a Diploma Evaluation by the Academic Board is required.

Has the MSc degree been approved by the Academic Board? yes/no

Is a Qualifying Exam required? yes/no

If a Qualifying Exam is required, has the PhD candidate passed it? yes/no

Proof of proficiency in the English Language **: yes/no/not required

* For PhD candidates with a contract of employment at Wageningen University or Wageningen Research, the performance review has to be considered in concordance with the Collective Labour Agreement.

** English language requirements:

- TOEFL internet-based 90, with minimum sub-score 23 for speaking

- IELTS 6.5, with minimum sub-score 6.0 for speaking

- Cambridge Certificate of Advanced English (CAE) minimum grade B

- Cambridge Certificate of Proficiency in English (CPE) any grade

Submitted test results must be dated within 24 months prior to an application to the PhD programme.

4. Preliminary remarks (including circumstances which may have influenced the candidate's PhD research)

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5. Evaluation of elements in the progress of PhD research

Evaluation codes:

1. **Unacceptable:** on the whole, the PhD candidate has not complied with the job requirements (substantive requirements and competencies, including behaviour and attitude) and/or has not realised the performance objectives at all.
2. **Acceptable** on the whole, the PhD candidate has complied with some job requirements (substantive requirements and competencies, including behaviour and attitude) and/or has realised some performance objectives (including development).
3. **Good:** on the whole, the PhD candidate has complied with the job requirements (substantive requirements and competencies, including behaviour and attitude) and has realised all performance objectives (including development).
4. **Very good:** on the whole, the PhD candidate has complied with all job requirements (substantive requirements and competencies, including behaviour and attitude) and has exceeded multiple performance objectives (including development).
5. **Excellent:** on the whole, the PhD candidate has complied with all job requirements (substantive requirements and competencies, including behaviour and attitude) and has significantly exceeded all performance objectives.

Elements	Evaluation code					
	1	2	3	4	5	n.a.
1. Fluency in English (oral and written)						
2. Knowledge level						
3. Rate at which knowledge is assimilated and put into scientific practice (learning curve)						
4. Capacity to place own research in a wider scientific framework						
5. Interpretation of information						
6. Planning, management and organization of project						
7. Study of literature						
8. Progress with project proposal						
9. Productivity in papers, posters, presentations						
10. Teaching duties						
11. Progress education activities as stipulated in the TSP						
12. Documentation of results						
13. Oral presentations						
14. Problem-solving capacity						
15. Independence						
16. Initiative						
17. Creativity and inventiveness						
18. Capacity to synthesize concepts						
19. Involvement in the group						
20. Professional relationship with colleagues						
Any other relevant remarks:						

6. Evaluation of the PhD period as a whole (evaluation code: 1 / 2 / 3 / 4 / 5)

Conclusion

7. Conclusion supervisor (promotor):

PhD candidate meets all the quality criteria and the conditions mentioned in item 3 as well: yes/no
Clarification if no:

Conclusion: go / no-go

Read the explanation on page 4 and inform the graduate school about the decision

8. Signatures

Function	Name	Signature and date
Supervisor (promotor)		
Daily supervisor		

9. PhD candidate has taken notice of the content of this document

Name PhD candidate:

Date:

Signature:

10. Comments of the PhD candidate on the results of the evaluation

If the PhD candidate has a contract of employment with Wageningen University or Wageningen Research, also questions 11 and 12 have to be filled in.

11. Finalization by review authority (Managing Director)

Name:

Function:

Date:

Signature:

12. Decision review authority (Managing Director)

Contract of employment renewed: yes/no

Otherwise:

Explanation

The go/no-go decision is obligatory for all PhD candidates registered at Wageningen University. The decision has to be taken within 8 - 14 months after the start of the PhD project. It is one of the obligatory steps required for formal admission to the WU PhD programme. A PhD candidate with an employment contract needs formal admission in order to receive contract extension for the rest of the PhD project.

The conditions for formal admission to the PhD programme are:

1. A positive MSc diploma evaluation or a positive result of a qualifying examination
2. Proof of proficiency in English
3. Approval of the project proposal
4. Approval of the Training and Supervision Plan
5. A positive go/no-go decision by the promotor.

Recommended procedure

- 1) Before the start of the PhD project, the candidate must be informed by the supervisor(s) as to what a go/no-go decision entails.
- 2) Right from the start of the PhD project, supervisor(s) and PhD candidate regularly discuss and evaluate progress. Such evaluations are recorded. In case of a possible no-go, the supervisor(s) give clear early warnings.
- 3) In case of a possible mismatch between candidate and supervisor(s), either in personality or in scientific field, this must be discussed and tackled as soon as possible. It may lead to a change of (daily) supervisor.
- 4) The supervisor (promotor) takes the go/no-go decision by using this evaluation form.
A. Employed PhD candidate: The supervisor sends the form to the Personnel Department for the final decision of the review authority (questions 11 and 12 on the form) and informs the Graduate School where the PhD candidate is registered about the result of the decision.
B. Sandwich, guest, or external PhD candidate: the supervisor sends the form to the Graduate School.
In both cases, the Graduate School registers the result of the go/no-go decision in PROMIS.
- 5) The PhD desk checks whether all necessary conditions for formal admission to the PhD programme are completed. If that is the case, the PhD candidate receives a formal admission letter by the Dean of Research. Employed PhD candidates receive an extension of their initial contract to a total contract period of (in most cases) 48 months.
- 6) In the case of a no-go decision, the PhD candidate cannot continue or re-enter the Wageningen University PhD programme with a different supervisor. In the case of an employment contract, this will not be extended.
- 7) Within six weeks after a no-go decision, the PhD candidate can submit a request for mediation or complaint handling to the Academic Board. The appeal will be handled according to the procedures described in the Doctoral Degree Regulations of Wageningen University.