**Doctoral Advisory Committee - Evaluation Meeting**

**Faculty of Medicine and Health Sciences**

*(to be completed by the project counselor and PhD student)*

SECTION I – GENERAL INFORMATION

PhD student: *[first name, last name]*

Department: *[name of the department/research unit]*

Title of the PhD research project: *[(preliminary) title]*

Start date of the PhD:

Date of the evaluation meeting:

Doctoral advisory committee

Supervisor(s): *[first name, last name] …*

Project counselor: *[first name, last name]*

Other members of the doctoral advisory committee: *[first name, last name] …*

The PhD student gives a short presentation (in English) to describe the PhD research project and its progress (see self-reflection report). What has been done so far? What to do next? Work plan? How do you reflect on your professional development? … All members of the doctoral advisory committee jointly rate the statements in the following sections.

SECTION II – EVALUATION OF THE PHD RESEARCH PROJECT

* How do you rate the progress of the PhD research project?

Choose an item.

*[text]*

* How do you rate the quality of the research performed?

Choose an item.

*[text]*

* Are the milestones/workplan manageable/feasible?

Choose an item.

*[text]*

* Did any major problems/risks arise in the process of performing the research? Is there a need to change the research topic/approach/method?

Choose an item.

*[text]*

* Did the PhD student receive adequate guidance? In which aspects might the PhD student need more guidance and how will this be performed?

Choose an item.

*[text]*

* Is there a need to broaden the expertise of the doctoral advisory committee?

Choose an item.

*[text]*

SECTION III – EVALUATION OF THE PROFESSIONAL DEVELOPMENT OF THE PHD STUDENT AS A RESEARCHER

Research and communication skills

* Has the PhD student improved in critical and analytical thinking?

Choose an item.

*[text]*

* Has the PhD student gained sufficient background knowledge?

Choose an item.

*[text]*

* Is the PhD student able to manage the research project independently?

Choose an item.

*[text]*

* Is the PhD student able to communicate and present proficiently in English?

Choose an item.  
*[text]*

Guidance/mentoring of the PhD student

* Is the PhD student lacking in any relevant skills? If yes, which actions can be taken to improve the guidance of the student to aid in developing the required professional skills?

Choose an item.

*[text]*

* Have there been any obstacles or problems during the guiding process of the PhD student? If yes, which actions can be taken to avoid these issues?

Choose an item.

*[text]*

SECTION IV – CONCLUSION

1. Positive

The doctoral advisory committee is allowed to formulate recommendations for improvement:

*[text]*

1. Positive with recommendations

The doctoral advisory committee is required to formulate recommendations and/or requirements for improvement:

*[text]*

1. Negative

First, the doctoral advisory committee lists the problems of the PhD research project. Second, the doctoral advisory committee formulates recommendations and requirements regarding the research progress and the professional development of the PhD student as a researcher. Third, the doctoral advisory committee evaluates its own support in the guidance of the PhD student. Is it necessary to look for extra expertise? Is someone not able to offer good guidance or remain objective in the evaluation of the research progress? Recommendations and requirements regarding the guidance of the PhD student are formulated. Finally, a re-evaluation of the PhD research project is required within 3 months. A new date will be determined.

*[text]*

SECTION V – FEEDBACK PHD STUDENT

Aspects which can be discussed: Is there a need for more guidance? If so, in which aspects do you deem it necessary? What can the doctoral advisory committee do to resolve this? How have you experienced your professional development during the last year and what aspects can be improved?

1. I agree with the conclusions and the comments of the doctoral advisory committee:

*[text]*

1. I do partially agree with the conclusions and the comments of the doctoral advisory committee:

*[text]*

1. I do not agree with the conclusions and the comments of the doctoral advisory committee:

*[text]*

SECTION VI – SIGNATURES

|  |  |
| --- | --- |
| *Project counselor* | *PhD student* |
| Date:  Signature: | Date:  Signature: |