

Yearly Progress Meeting (24 months)

Half-way point: time to look back and define the next steps.

Full name doctoral candidate:	
Employee number:	
Faculty / Department / Section:	

Promotor(s):	
Daily supervisor(s) / Copromotor(s):	
Start date:	
Date yearly progress meeting:	
Expected date dissertation completed:	

Evaluation of the progress of the candidate			
0 Unsatisfactory	1 Satisfactory	2 Good / Very good	3 Excellent

	Doctoral candidate:	Promotor(s):	Daily supervisor(s) / Copromotor(s):	External member (if present):
Date:				
Signature:				

Preparation by doctoral candidate

- Building on the agreements made during the Go/No Go meeting, self-assess the progress with respect to the Doctoral Plan.
- Provide a preliminary table of contents of the thesis (= draft plan) and assess the advancement of the various chapters.
- Fill in the appropriate parts of section 1, 4, 5, 7 (optional), 8 of this form. The remaining sections and parts will be filled in during or right after the meeting.
- Update the Doctoral Education Planning tab in DMA and provide a summary in Section 5.
- Submit this form and attachments (if applicable) to the supervisor(s) at least two weeks before the meeting.

Meeting agenda

1. Evaluation of the Doctoral Programme progress in relation to the Go/No Go agreements.
2. Feedback of the supervisors on progress and performance.
3. A look ahead: discussion on the development of existing plans and on new initiatives.
4. Discussion on the development of competences and skills.
5. Evaluation of the status and plans with respect to the Doctoral Education Programme.
6. Agreements on the Data Management Plan.
7. Career perspective (optional).
8. Reflection of the candidate on the agreements; feedback to the supervisory team.

If the candidate does not agree with the results of this assessment, the candidate can consult with the Director of the Faculty Graduate School. More information regarding disagreements between candidates and supervisory team can be found in Article 19 of the *TU Delft Doctoral Regulations*.

1. Evaluation of the progress of the Doctoral Programme in relation to the Go/No Go agreements (Items A-B must be addressed)**A. Overview of results achieved since the Go/No Go meeting.****B. Progress of the Doctoral Programme: is the project on track or delayed? If delayed, why? What measures have been taken to address the delay?****2. Feedback of the supervisory team on the progress and performance of the doctoral candidate**

Comments by the doctoral candidate on the feedback of the supervisory team:

3. A look ahead: development of existing plans and plans for new activities. Preliminary table of contents of the dissertation.

Which (new) research topics will be further investigated (if any)? What activities are planned for the next 12 months?

Elaborate on possible risks and bottlenecks of existing and new plans.

Are there research topics that may be dropped because they are deemed to pose a risk with respect to the timely completion of the dissertation?

4. Development of competences and skills

The doctoral candidate briefly evaluates their performance in relation to these competences and indicates which improvements can be realized and how. Discuss each competence during the meeting. Please refer to the [Competency Development Guide](#) for details.

The supervisor(s) give(s) feedback and indicate(s) how improvements can be realised. Record any new agreement on the last page of this form.

Definition of skill level in relation to the development expected after completion of the Doctoral Programme

1 = needs further development; 2 = at requested professional level; 3 = exceeds requested professional level

doctoral candidate		Competences	Supervisors	
Self-assessment	Level		Level	Feedback
Discipline related skills				
	1	D.1 Scientific Knowledge	1	
	2		2	
	3		3	
	1	D.2 Engineering & Design	1	
	2		2	
	3		3	
Research skills				
	1	R.1 Research Management: Designing, project management, problem solving, valorisation	1	
	2		2	
	3		3	
	1	R.2 Academic Thinking: Conceptual thinking, analytical thinking, synthetic skills, critical thinking, creativity & innovation	1	
	2		2	
	3		3	
	1	R.3 Academic Attitude: Societal context, ethics	1	
	2		2	
	3		3	
	1	R.4 Research Data Management	1	
	2		2	
	3		3	
	1	Skills development by learning-on-the-job activities (LOJ)	1	
	2		2	
	3		3	
Transferable skills				
	1	T.1 Effective Communication: Presenting, writing skills, storytelling, language skills, listening, online presence	1	
	2		2	
	3		3	
	1	T.2 Working with Others: Networking, collaboration, negotiation, leadership	1	
	2		2	
	3		3	
	1	T.3 Teaching, Supervising & Coaching: Teaching, supervising students, coaching	1	
	2		2	
	3		3	
	1	T.4 Self-Management: Autonomy, time management, flexibility, perseverance, dealing with risk and uncertainty, entrepreneurship, personal development	1	
	2		2	
	3		3	

5. Doctoral Education Programme

Summarize the Doctoral Education Programme and discuss about the progress, e.g., obtained GS credits, planning, courses to be added or dropped. **Please update DMA accordingly.**

6. Data Management Plan (DMP)

Discuss with your supervisory team your DMP and, if needed, the actions that must be taken, e.g., training on Data Management, further consultation with the faculty data steward, creation of a DMP using DMPonline, open online publication of data and software in combination with scientific articles.

7. Career perspective (optional)

Discussion on career perspective (industry / academia) and the required support or advice by the supervisory team.

8. Feedback by the doctoral candidate

Provide feedback on the quality of the supervision (e.g., would changes in the type and or frequency of meetings be desirable for the coming year?). Comment on the trajectory of the Doctoral Programme in general (e.g., DE programme). Provide information on well-being and circumstances contributing to your well-being. Provide suggestions on the University and Faculty Graduate Schools or any other points worth mentioning. Please do not refrain from mentioning differences in opinion, if applicable.

Comments by supervisor(s) on doctoral candidate's feedback. If applicable, record agreements for coming year.

Please fill in this form and email it to your Faculty Graduate School along with the necessary attachments. You cannot upload the form to DMA yourself. This form must be signed by the promotor(s), the (co)promotor / daily supervisor(s), the external member (if present) and the doctoral candidate.