



# 9 MONTHS & 12 MONTHS REPORT GUIDELINES

All PhD candidates are required to prepare these reports based on these guidelines (format & lay-out are free) prior to respectively the **review meeting** (@ 9 months) and the **Go/No-Go meeting** (@ 12 months). Details on these meetings are available in the IDE Graduate School Meeting Manual.

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## WHY ARE THESE REPORTS WRITTEN?

In the **9 months review meeting** and the **12 months Go/No-Go meeting**, the supervisors and the committee need to assess the quality of progress of the PhD candidate. In the report (and the presentation), the PhD candidate provides the information for making this assessment.

## HOW ARE THESE REPORTS RELATED

In short the *12 months report* (prepared for the **Go/No-Go meeting**) should build on the *9 months report* (prepared for the **Review meeting**). Both reports cover the same topics, with the *12 months report* going more in depth and based on 3 months more wisdom.

## FORMAT, LAY-OUT & SIZE OF THE REPORTS

For both reports you should keep the order of the topics as is provided in these guidelines. The format and lay-out of the report are free. There is a maximum to the number of pages for each of these reports (appendices not included):

- 9 months report - 7 pages (approx. 2500 words)
- 12 months report - 15 pages (approx. 5500 words)

Please take these limitations seriously. The committee has limited time for reading.

## DEADLINES

Both reports should be sent to all meeting attendees prior to the respective meeting.

### 9 months report

Needs to be sent **1 week** prior to the Review meeting to the following persons:

- Supervisory team
- PhD mentor

### 12 months report

Needs to be sent **2 weeks** prior to the Go/No-Go meeting to the following persons:

- Supervisory team
- PhD mentor
- Head of the department
- IDE GS director
- External expert

## CONTENT OF THE REPORT

Each of the reports should cover the following topics (in which the 12 months report is supposed to be more elaborate than the evaluation report). Note: **dark blue text** are required sections, *text in italics* explains the purpose of each section and the bulletpoints are suggested topics to address (which may be used as subheadings).

### General information

*The front page of your report summarizes the administrative details of the project.*

- Name of the PhD candidate
- Department
- Starting date of the PhD
- Supervisory team (promotor, 2nd promotor, co-promotor(s), daily supervisor(s))

### **Research topic**

*Explain what the research is about, what problem or phenomenon is studied. Indicate what results you are aiming for with your research (and design, if that is part of your thesis). Indicate what new knowledge your research will bring, by giving the research questions. And explain the direct and indirect contribution to science (new knowledge) and society (products, methods, tools,...).*

- Background of the research, problem statement
- Research goal, intended outcomes (design goal)
- Research questions
- Scientific relevance and societal relevance

### **Research methodology**

*Describe the approach and methods that you use in your research, e.g., experimental methods, case studies, observation techniques, surveys, hypothesis testing, research-through-design. Indicate why these methods are appropriate means answer the research questions stated earlier.*

- Research approach and methods

### **Framing and embedding**

*Research is not done in a vacuum, but typically positioned within one, sometimes more fields and communities of researchers. Similarly the research questions were framed in a disciplinary perspective, e.g., engineering, psychology, marketing, philosophy, which each come with their own journals, conferences. Indicate which are relevant sources for your research, and which ones you are planning to use as publication channels for your results.*

- How does the research fit to the research within the research themes of the faculty of IDE? Which groups or individuals work on related questions?
- How does the research fit into the larger project as a whole? (only if this PhD project is part of a larger project)
- What are the relevant journals and conferences for the research. How do the fields overlap?
- Literature review and state of the art

### **Progress in the 1st year**

*Indicate what has been done in the past period, to show how well the research and other progress is on track.*

- Research actions that have been completed (literature research, lab experiments, field studies, writing papers, visiting conferences)
- Other activities (doctoral education, teaching)

### **Planning**

*Indicate what the next steps are that lead to the completion of the PhD. Which studies will be conducted, what will be published when and where, show when things will be completed, and where special attention is needed. Use a graphic format, or a table to show the timing and relations between different activities. Two examples are given below. Also discuss the following subjects:*

- Timeline of planned studies, conferences, journal articles, teaching periods, doctoral education etc.
- Crucial steps, hazards and safeguards: what may go wrong, and what can be done about it?

### **Data Management Plan**

*As part of their research, PhD candidates are expected to systematically collect, analyze and disseminate the data they use as evidence for their studies. Together these form a data management plan (DMP), the contents of which will vary depending on the topics covered and methods used in the PhD research. Every candidate includes a DMP as part of the 12 month report. Note that it is a plan. It is expected that details will change as the work evolves. The DMP can be updated accordingly and then used to underlie the methods portion of publications or future grant applications.*

### **Appendices**

- All submissions and publications so far.
- Any other relevant information

# EXAMPLES OF GRAPHIC FORMATS FOR PLANNING

Feel free to choose a format that better fits your project.

