Yearly Progress Meeting (48 months)

Action needed! Obtaining your doctoral degree is taking longer than expected.

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:	

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

Preparation by doctoral candidate

- Develop a critical analysis (problems and solutions) about the progress of the writing of the PhD thesis.
- Assess the progress of the various chapters.
- Fill in sections 1 - 6 of this form.
- Update the Doctoral Education Planning tab in DMA if needed.
- Submit this form and attachments (if applicable) to the supervisor(s) at least two weeks before the meeting.

Meeting agenda

1. State of the dissertation.
2. Plans to finalize the dissertation.
3. Evaluation of the status and plans with respect to the Doctoral Education Programme.
4. Agreements on the Data Management Plan.
5. Career perspective.
6. Reflection of the candidate on agreements; feedback on the supervisory team.

If the candidate does not agree with the results of this assessment, they 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. State of the dissertation

You are at the end of the 4th year of the PhD trajectory and the dissertation should have been finalized already. This is not the case? Provide an assessment of the situation: include the current table of contents and a short description of the progress of each chapter, identifying reasons for the delay. What has changed (if anything) with respect to the plans outlined in last year's YPM?

2. Plans to finalize the dissertation

Outline a plan to complete the dissertation within the next few months. Make the plan as specific as possible.

Comments by the supervisory team on the assessment of the candidate and on the plans:

3. Doctoral Education Programme

At this stage, all required GS credits should have been acquired. Provide a summary of the Doctoral Education Program and (if any) missing credits. If needed, plan on how to obtain the remaining credits in the coming months.

4. Data Management Plan (DMP)

At this stage, the DMP has been finalized and (most of) the data and codes (if any) have been properly stored in a repository according to the FAIR principles.

Describe the situation and the actions that need to be taken to ensure this information is neatly organised and accessible.

5. Career perspective

Discuss the career perspective (industry / academia) after obtaining the doctoral degree. Discuss also the support or advice that the supervisory team may provide.

6. 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 Doctoral Programme in general (e.g., DE programme). Provide information on well-being and circumstances contributing to your well-being. Provide suggestion 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 the supervisory team on the feedback of the doctoral candidate:

Please fill in this form and email it to your <u>Faculty</u> 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.