

UNIVERSITY OF TWENTE.

*Hand this form in
at the Personnel
department of
your faculty*

Annual
interview
form for
doctoral
students

Instructions

The annual interview will take place if by mutual consent between the superior and the doctoral student no appraisal will be carried out. By way of preparation for the annual interview the doctoral student will complete part 1 and 2 (using a word processor). The other parts will be completed by the doctoral student in consultation with the superior.

The signed copy will be filed in the staff member's personal file.

Directions

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1. Employment

Name doctoral student	
Faculty / Chair	
Date of commencement of employment	
Final date of employment (expected)	
PhD supervisor	
Mentor	

2. Progress report (to be filled in by doctoral student)

Summary main research results of last year	
State all publications of the last year (including articles, posters and presentations offered for publication). See Metis.	
On what parts has the planning been deviated from or has a delay been incurred?	
What caused the deviation or delay and how was it responded to?	
What subjects/courses were	

taken during the past year? (name subject/course, institute and study load)	
Which conferences/workshops were visited or attended during the past year?	
What teaching programmes were given during the past year (hours per week, total number of hours)?	
What other activities were performed and what was the load involved?	
Was the supervision provided by the PhD supervisor and the mentor sufficient (frequency, and agreements on time and quality)?	
Is the collaboration with others sufficient (colleagues, external contacts)?	
Are the research facilities as stated in the Training and Supervision Plan sufficient?	

Please provide any progress report as set out in the training and supervision plan separately as an appendix.

3. Discussion of the doctoral student's functioning (to be filled in by superior and doctoral student)

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	View superior	View doctoral student
The doctoral student's research results and the		

expected further continuation of the doctoral thesis.		
The doctoral student's development in the areas of: professional knowledge, personal development and general skills		

4. Agreements (to be filled in by the superior and doctoral student)	
What is the plan of action for the next year? Is the planning according to the Training and Supervision Plan realistic?	
What are the main results to be achieved for the next year?	
What delaying factors are foreseen in meeting the planning? How will these be responded to?	
What agreements are made regarding education (professional education, conference attendance, training programmes)?	
What agreements are made regarding supervision (frequency, duration, quality)?	
Have the agreements laid down in the previous appraisal interview been	

realised?	
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5. Adjustment Training and Supervision Plan (attach copy)

Is it necessary in view of the appraisal to adjust the Training and Supervision Plan?

6. Signatures

Signed for approval by the **PhD supervisor**
Date

Signed for approval by the **mentor**
date

Signed for seen by the **doctoral student**
date