



ANNUAL INTERVIEW FORM FOR PHD CANDIDATES (SECOND AND SUBSEQUENT YEARS) <sup>1</sup> TWENTE GRADUATE SCHOOL - UNIVERSITY OF TWENTE.	
<p>This Annual Interview form for PhD candidates consists of the following parts:</p> <ol style="list-style-type: none"> <li>1. Basic information (to be filled by the PhD candidate)</li> <li>2. Progress report (by the PhD candidate)</li> <li>3. Annual Interview (by the PhD supervisor)</li> </ol>	
1. BASIC INFORMATION (TO BE FILLED BY THE PHD CANDIDATE)	
1.A. Name doctoral candidate (PhD), Faculty, Department:	
1.B. Name PhD supervisor(s): Faculty, Department: (Dutch: promotor, max. 2 and incl. co-promotors max. 3 for graduation). <sup>2</sup>	
1.C. Name other supervisor(s): Faculty, Department:  This includes daily supervisors and (envisaged) co-supervisors.	
1.D. Start date and expected enddate PhD trajectory: (date format is dd-mmm-yyyy)	Start date:
	End date:
1.E. Status of the PhD candidate:	<p><b>Employed by the UT:</b> This annual interview will be based on article 16a of the Charter for Doctoral Candidates (PhD Charter). Conditions of the Collective Labour Agreement Dutch Universities (CAO-NU) apply. This applies to doctoral candidates conform article 2.1.1.a. and b of the PhD Charter: employed doctoral candidates (also known as "AiO's") or employees obtaining a doctorate.</p> <p><b>Not employed by the UT:</b> This annual interview will be based on article 16b of the Charter for Doctoral Candidates (PhD Charter). This applies to doctoral candidates conform article 2b, 3 and 4 of the PhD Charter: bursary PhD's those financed otherwise and/or employed elsewhere and external doctoral candidates.</p>

<sup>1</sup> Version Hora Finita 2020. Please note that for the first year the "Qualifier Form for PhD Candidates (First year Appraisal)" has to be used.

<sup>2</sup> In case of a change in the supervisory team please notify the Doctorate Board (promoties@utwente.nl)

**2. PROGRESS REPORT ON THE PAST YEAR (OR PERIOD SINCE THE PREVIOUS PROGRESS REPORT, TO BE FILLED BY THE PHD CANDIDATE; MAX. 2 A4**

A PROGRESS REPORT IS DUE AT LEAST ONCE EVERY YEAR DURING THE ENTIRE PHD PERIOD.

2.A. Title of PhD project:	
2.B. Summary of main research results over the past period:	
2.C. Indicate any deviations and/or delays from the original research plan (cf. T&SP) incl. reasons and response:  (including any effects due to the Covid-19 pandemic and the specific efforts to keep the PhD on target):	
2.D. Indicate the agreement on chapters/publications for the PhD thesis, and indicate any changes w.r.t. the T&SP and/or the previous progress report:	
2.E. Publications:  State all publications resulting from the research over the past year (including articles, posters and presentations) and indicate the status (in progress, submitted, forthcoming, published - DOI/ISBN).	
2.F. Doctoral Education:  PhD candidate declares that the entry of completed subjects in Hora Finita is up to date, and in line with the T&SP. PLEASE NOTE: If "no" this should be completed before finalizing and signing this Annual Interview Form (see also 3.C. and 3.F.5.).	Yes      No

2.G.1. Engagement of PhD in teaching (incl. # hours) <sup>3</sup> :	
2.G.2. Engagement of PhD in BSc/ MSc supervision (incl. # hours) <sup>3</sup> :	
2.G.3. Other duties carried out (incl. # hours) <sup>4</sup> :	
2.H. Elaboration on progress and planning (max. 1A4): (Note: for aspects of the T&SP see also section 3.F)	

<sup>3</sup> Note: for non-employed PhD candidates this is only possible within the scope of their personal development as part of their Doctoral Education, with guidance of senior staff and preceded by a relevant teaching or supervision/coaching course.

<sup>4</sup> This is not allowed for non-employed PhD candidates.

### 3. ANNUAL INTERVIEW

(TO BE FILLED BY THE PHD SUPERVISOR AND DISCUSSED WITH THE PHD CANDIDATE)

THIS IS AN ANNUAL INTERVIEW BETWEEN THE PHD SUPERVISOR AND THE CANDIDATE. IN THE FIRST YEAR THIS IS CONNECTED TO THE QUALIFIER (USE FIRST YEAR APPRAISAL FORM) AND FOR SUBSEQUENT YEARS THIS FORM IS USED. PART 2 (PROGRESS REPORT) BY THE CANDIDATE IS INPUT FOR THIS INTERVIEW.

3.A. Date of the Annual Interview:	
3.B. Status of the Annual Interview:  The status of the candidate should correspond to the answer given in question 1E.	<u>a. Assessment interview</u>  <u>b. Progress interview</u> (for non-employed PhD candidates)
3.C. Research performance:  (with reference to research plan in T&SP and Qualifier report, and the present progress report =section 2):	
3.D. General performance and functioning of PhD candidate:  (e.g. cooperation/teamwork, communication, effectiveness, keeping deadlines, independence, perseverance, creativity, language/ writing skills)	
3.E. Personal circumstances:  (e.g. illness, maternity leave, other)	
3.F. Training & Supervision Plan (with input from PhD candidate)	
3.F.1. Are any amendments necessary in the research plan and goals?  (e.g. planning; deviations; response to delaying factors, including the Covid-19 pandemic.)  If yes, indicate the necessary changes/actions here and include deadlines if applicable:	Yes      No
<b>NOTE: In the last regular annual review, approx. 1 year before the end of the PhD project, a planning has to be provided above on the completion of the manuscript within the time set.</b>	

<p>3.F.2. Supervision</p> <p>Are the supervision arrangements satisfactory, both ways?</p> <p>(e.g. frequency of meetings, response time, content)</p> <p>Consider interaction with:</p> <ul style="list-style-type: none"> <li>- Supervisor</li> <li>- Daily supervisors</li> <li>- Other incidental supervision (incl. contacts with other groups, networking)</li> </ul>	Consideration supervisor:	
	Consideration candidate:	
	Amendments agreed upon:	
<p>3.F.3. Are the research facilities sufficient?</p> <p>(e.g. data, fieldwork, infrastructure, etc.)</p>	Consideration supervisor:	
	Consideration candidate:	
	Amendments agreed upon:	
<p>3.F.4.1. Teaching performance<sup>6</sup> (if applicable):</p> <p>Preparatory course on teaching skills attended? (ref. to Hora Finita record)</p>		
<p>3.F.4.2. BSc/MSc supervision performance<sup>6</sup> (if applicable):</p> <p>Preparatory course on coaching skills/supervision attended? (ref. to Hora Finita record)</p>		

<sup>6</sup> Refer to section 2.G. Teaching/supervision and any other duties are limited to 20% for employed PhDs, and are **not allowed** for non-employed PhDs.

<p>3.F.5.1. Doctoral education progress with reference to T&amp;SP</p> <p>General consideration: (see also next 2 questions)</p>	
<p>3.F.5.2. Doctoral education status: (see also section 2.F.)</p>	<p>PhD candidate and supervisor declare that the entry and approval of completed subjects in Hora Finita is up to date.</p> <p>YES      NO</p>
<p>3.F.6. Other mutual agreements (for example on mobility, external collaboration, fieldwork etc.)</p>	

**3.G. CONCLUSION OF PHD SUPERVISOR**

<p>3.G.1. Supervisor’s final conclusion: <i>“is it feasible to complete the PhD thesis within the time set?”</i> yes/no</p>	<p>YES</p> <p>NO</p>
<p>3.G.2. In case of a negative conclusion<sup>6</sup>.</p> <p>NOTE: In case of a first “NO” (negative conclusion):</p> <p>1 The supervisor contacts HR. 2 The supervisor will list (SMART) goals for improvement incl. their evaluation and these will be presented in writing to the candidate (elaborate if necessary).</p> <p>In case of a second “NO” (negative conclusion): The supervisor contacts HR and Hora Finita support office for repercussions.</p>	<p>1. Specific areas of improvement:</p> <hr/> <p>2. Required results:</p> <hr/> <p>3. Date by when which improvements should be made and results should be met (max. 3 months):</p>

**3.H. Signatures**

The undersigned declare that the Annual Interview meeting took place and Hora Finita is up to date, and are aware of the relevant articles of the PhD Charter. This form will be uploaded in Hora Finita by the supervisor.

The supervisor declares that he/she has consulted the other members of the supervision team before finalizing this report (compulsory in case of assessment interview).

The supervisor declares that an external member (similar to the qualifier committee) was also involved in this Annual Interview (Note: this is not compulsory at present):

YES      NO

<p>3.H.1. PhD supervisor confirmation:</p>	<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>3.H.2. PhD candidate confirms to have read the content of this Annual Review:</p>	<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>