

**PhD Progress & Consultation**

**Part 1: Progress Report**

Dear PhD candidate and supervisors,

The PhD Progress & Consultation is an opportunity to reflect and get a helicopter view on your PhD project. It consists of two parts. Part 1 is the Progress Report, for which you will discuss the progress of the PhD project with your supervisors and evaluate whether you are satisfied. Part 2 is the Consultation Form, for which you will meet with the PhD counsellor (a professor or PI outside the research group) and get suggestions and advice on how to proceed with your PhD. The goal of the PhD Progress & Consultation is to inspire an honest and open dialogue.

Please follow the steps of the PhD Progress & Consultation that are described on our [website](https://www.amsterdamumc.org/en/education/phd-student/trajectory/phd-progress-consultation-amcuva.htm). Send the completed and signed Progress Report to the PhD counsellor before the meeting. After the meeting, you may send the Progress Report together with the Consultation Form, as one PDF, to the Amsterdam UMC Doctoral School ([doctoralschool@amsterdamumc.nl](mailto:doctoralschool@amsterdamumc.nl)).

Kind regards,

Amsterdam UMC Doctoral School

## **1*.*** General information

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| --- | --- |
| **Name + initials PhD candidate** |  |
| **Date of birth** |  |
| **Date PhD Consultation (with PhD counsellor)** |  |
| **(Co)promotors attending the Consultation** |  |
| **Name of PhD counsellor** |  |

## 2. PhD candidate’s well-being

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| --- | --- |
| **1. How are you doing?** | *E.g. self-confidence, well-being, work-life balance.**What is going well? What can be improved (and how)?* |
| **2. Does the work develop according to the research proposal and time schedule?**[[1]](#footnote-1) | *What is going well? What can be improved (and how)?* |
| **3. What are the achieved milestones?** | *E.g. publications, inclusion of patients, set up of experiments, conferences, courses, activities for professional and personal development.* |
| **4. What are the planned milestones?** | *E.g. planned publications, inclusion of patients, set up of experiments, conferences, courses, activities for professional and personal development.* |
| **5. Provide an outline of the chapters of your thesis.** | 1.  2.  3.  4. |
| **6. Do you have sufficient means to perform your research?** | *Finance, infrastructure, support, etc. If not, please elaborate.* |
| **7. Are you content about the opportunities to attend courses?** | *If not, please elaborate.* |
| **8. Is the remaining time of your contract sufficient to finish your PhD, including writing your thesis?** | *If not, how much extra time do you expect to need (approximately)?* |

# 3. Supervision, personal goals and needs

Take a look at the PhD Plan you filled in at the start of your PhD and reflect on how things are going.

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| **9. How is the supervision going?** | *E.g. degree of guidance, giving confirmation, personal involvement, communication, support in career and personal development? What is going well? What can be improved (and how)?* |
| **10. What is the progress regarding career development?** | *What is going well? What can be improved (and how)?* |
| **11. Are you satisfied with your work experience?** | *E.g. equipment/facilities, collaboration (with colleagues), job satisfaction (which tasks are motivating or cause stress))? What is going well? What can be improved (and how)?* |
| **12. What is the progress regarding personal goals?** | *What is going well? What can be improved (and how)?* |
| **13. Are specific needs met?** | *What is going well? What can be improved (and how)?* |
| **14. Are challenges addressed?** | *What is going well? What can be improved (and how)?* |
| **15. What other important matters need attention?** | *How to attend to these matters?* |
| **16. What are the main factors that have played a decisive role in the progress of your PhD project so far, either positive or negative?** | *Please elaborate.* |

# 4. Signatures

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| --- | --- | --- | --- | --- | --- |
| **Date:** |  | **Date:** |  | **Date:** |  |
| **Signature PhD candidate** | | **Signature PhD supervisor 1** | | **Signature PhD supervisor 2** | |
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1. Optional: an alternative strategy can be set up using the [Action Plan](https://www.amsterdamumc.org/web/file?uuid=917e5ace-b7d5-40f5-9365-dfeeca5e6080&owner=a74723e4-a91d-4fe3-859b-fc7f4c1f86a2&contentid=16035). [↑](#footnote-ref-1)