

Evaluation meeting procedure for PhD candidates

All PhD candidates who are part of the Donders Graduate School (DGS) will have an evaluation meeting at checkpoint 2. This meeting is an important moment to reflect on the progress of a PhD project for both supervision team and PhD candidate.

Please make sure to have the evaluation meeting completed **12 months after the start of the contract**.

Possible outcomes:

- **GO:** the contract of the PhD candidate will be prolonged. The project is well on track and the TSP will be updated accordingly.
- **MAYBE:** The PhD project progress is not satisfactory yet. The external advisor discusses together with the PhD candidate and the supervision team measurable action points, which will be documented. A new evaluation moment three months later is scheduled immediately with the PhD candidate, supervision team, and external advisor. If after three months the PhD project progress is satisfactory based on the measurable action points the contract will be prolonged. If not, the contract will not be prolonged.
- **NO GO:** The PhD project progress is unsatisfactory. The contract will not be prolonged.

External advisor:

- The external advisor should be neutral to the project, but should be working on a similar research topic.
- The external advisor should be an established and senior researcher.
- The external advisor does not belong to the same research group, ideally not even within the same centre.
- The external advisor will also join the checkpoint 3 meeting
- The external advisor can also be part of the manuscript committee at a later stage (provided it is in agreement with RU policy).

Evaluation procedure:

- The PhD candidate proposes a potential external advisor.
- The PhD candidate together with his/her promotor make a decision who will be the external advisor.
- The PhD candidate is responsible for approaching the external advisor and for scheduling the evaluation moment.
- Prior to the evaluation, checkpoint 2 is pre-filled in by the PhD candidate.
- The PhD candidate, the supervision team and the external advisor will schedule a meeting no later than 12 months after the start of the PhD project.
- The PhD candidate starts with a presentation of the original Training and Supervision Plan (TSP), gives an update on the progress of his/her project (incl. potential bottlenecks and problems), and suggests future steps (~ 20 min.). This presentation is open to other people, e.g. group members.
- After the questions based on the presentation, all other people leave the room.

- Together with the PhD candidate, supervision team and the external advisor the presentation is followed by a discussion about the project and the progress thereof.
- Supervision team leaves room: PhD candidate can freely speak about potential problems about the project or the supervision with the external advisor. The PhD candidate proposes whether he/she would like to continue with his/her PhD project.
- PhD candidate leaves room: Supervision team shares with the external advisor their opinion on the progress of the project and potential problems that they foresee. The supervision team discusses whether the PhD progress is satisfactory and proposes a continuation or discontinuation of the PhD project.

Decision Go/No Go:

- The group comes back together and discusses the opinions regarding the continuation and potential problems concerning the progress of the project and/or supervision (the latter only if PhD candidate agrees). The checkpoint form is used as a guideline for the discussion. A decision for a GO, MAYBE or a NO GO will be discussed. If there is no consensus between the supervision team and the external advisor the Centre director will be informed.

After the evaluation procedure (within five working days after the official prolongation meeting, no later than 12 months after start of the contract):

- PhD candidate updates the checkpoint form and informs the supervision team.
- The PhD candidate submits the checkpoint form in Hora Finita.
- In case of a MAYBE or a NO GO the Centre director will be informed by the promotor.
- The promotor makes sure that the evaluation outcome will be sent* to the centre's Management Team and/or the HR department.

*) according the centre's agreed format/procedure.