



## Planning and Evaluation Interviews

### Introduction

Planning and evaluation interviews (held at least once a year) will help the supervisor(s) and PhD-candidate to perform the PhD-research in an effective manner.

### Planning and evaluation interviews in practice.

A planning and evaluation interview is held between the supervisor(s) and the PhD-candidate at least once a year. There are two forms available for reporting on this annual planning and evaluation interview (both forms should be used)

1. Form for evaluation/assessment of the previous year, in which
  - the performance given and research results obtained in the **previous year** are evaluated by the PhD-supervisor, and following on from this:
  - the PhD-candidate is assessed by the PhD-supervisor.
2. Form for planning of the upcoming year, in which
  - the research plan for the **coming year** is discussed and drawn up
  - arrangements are made regarding supervision and/or training of the PhD-candidates.

Throughout the entire period of employment PhD-supervisor and PhD-candidate will hold a planning and evaluation interview at least three times.

The first time, at the end of the first year, is at the same time the Go/No-go evaluation, after which the employment contract may or may not be extended to four years.

The second interview is to be held at the end of the second year and the last one at the end of the third/beginning of the fourth year.

For PhD-candidates entering their fourth year a paragraph is added about their future career perspective. The Faculty of Science wants PhD-candidates to choose a career that suites their capabilities and ambitions. A statement is also requested on the possibilities of continuing either an academic career or a career outside of academia.

You will find all interview forms compiled here in this loose-leafed set. This makes it easier to consult plans and evaluations from previous years, in case where this is needed by way of preparation for the next planning and evaluation interview.

### What is the reason for planning and evaluation interviews between the supervisor(s) and the PhD-candidate?

The planning and evaluation of doctoral research by the PhD-candidate and the supervisor(s) should be geared towards completing the research project and obtaining a PhD within the employment period of 4 years.

During this period priority is given to aspects of their education and training that are highly relevant to their future performance in their later professional career. A goal-oriented and planned approach to work is one of these aspects.

Labour market data of former PhDs indicate that completion of the doctoral studies within 4 years considerably increases the chances of finding a subsequent job. In addition, employers of former PhD's of the Faculty of Science indicate to us that good supervision and the ability to work according to plan are important factors to give PhD's a good start on the labour market. PhD students also indicated that they want to get into the good habit of taking a goal-oriented and planned approach to their work.