

Appendix I: Competencies chart

Descriptions of competencies	Early stage (MSc level)	Developing	Advanced (starting Postdoc level)	Beyond expectations	Action points after meetings
1. Develop research ideas Degree to which you have developed ownership of your research topic, and have built on identified knowledge-gaps by creating novel research ideas					
2. Set up the research plan Formulating a clear and structured plan for your PhD project that addresses knowledge gaps, leading to a clear research line with formulated chapters					
3. Execute the research Your ability to independently perform field, modelling and/or laboratory work to obtain data for the individual chapters					
4. Synthesize the research results Your ability to perform data analyses and interpret the obtained data in the context of the international literature					
5. Write, publish & review papers in scientific journals Your ability to write structured and concise texts for scientific manuscripts, including embedding your results in the international literature and synthesizing the results of the different chapters in the thesis					
6. Communicate research Your ability to clearly communicate results to audiences with different backgrounds, including peers at scientific conferences					
7. Educational competencies Your ability to contribute to ongoing courses and the supervision of BSc/MSc students within the department					

Appendix II: Meeting timeline

This timeline lists the meetings during your PhD journey from your enrolment until the moment your manuscript is submitted.

- **All supervisors (including promotor)** must participate in at least the meetings in **bold**
- The meetings with your independent advisor are marked in grey
- This timeline is set for a 4-year PhD journey. In case of a 5-year (or more) timeline, the PhD Midterm review moves to halfway through the project timeline, and another Annual planning and evaluation interview should be added for each additional year.



Please note: unless specified otherwise, you (the PhD candidate) are responsible for scheduling (and preparing) the meetings!

Table 2. Meeting timeline

		Completed?
Year 1		
1 st week	Onboarding meeting , making agreements on meeting frequencies, availability and communication Your supervisors are responsible for planning an onboarding meeting with you to discuss these RIBES PhD guidelines and the requirements and expectations.	
1 st month	You and your supervisors discuss project planning and have a first look at the PhD competencies chart (Appendix I), without filling in the chart. The RIBES Graduate School coordinator will invite you for an introduction meeting to run through the Training and Supervision Plan format, show you the various resources available to you, and answer any questions.	
Within the first 3 months	You and your supervisors discuss the Training and Supervision Plan (TSP) and submit TSP in Hora Finita	
Between 6-9 months	First progress meeting (anticipating go/no-go meeting) You and your supervisors schedule an evaluation meeting after 6 months. In this meeting, the following points should be prepared by both you and your supervisors, and discussed: a. Your (professional) well-being.	

	<ul style="list-style-type: none"> b. Amount, quality, suitability, and timing of meetings and feedback from the supervisors. c. Feedback regarding your organization and communication skills. d. Your positioning on the competencies chart (see Appendix I). e. Feedback on your progress towards the go/no-go decision. If leaning towards a no-go, you should be informed and make agreements on what to improve to receive the go at the 1st year checkpoint. f. Recommended: the independent advisor comments and advises on the feasibility and planning of your project. 	
<p>Before the end of year 1</p>	<p>Go/no-go meeting (Annual planning and evaluation interview 1, checkpoint 1 in Hora Finita) The go/no-go checkpoint is the first annual planning and evaluation interview and is a formal moment in your PhD journey as it is the deciding moment on whether you can continue your project or not. As general requirements, you have developed some independence and an understanding of your research topic, and have taken ownership of your project in the first year. The following points are part of the go/no-go checkpoint meeting at the end of the first year:</p> <ul style="list-style-type: none"> i) You and your supervisors independently prepare the <i>Planning and evaluation form PhD candidates</i> of the Faculty of Science prior to the meeting. You send your form to your supervisors in advance. ii) The completed competencies chart is the basis for evaluating your development. Within the first year, you are expected to show development in criteria 1-4 of the competencies chart. iii) Reflection with regard to agreed goals and arrangements discussed in the onboarding and the 6-month evaluation meeting: <ul style="list-style-type: none"> a. Content: The outlined expectations and the timeline should be critically discussed and refined for planning the second-year. b. Practical arrangements: Discuss any updates regarding the meeting frequency and timing of feedback moments. c. Communication: Is communication going smoothly? Did any issues or questions arise that were not discussed before? 	

	iv) You integrate any comments and updates in the <i>Planning and evaluation form PhD candidates</i> . Your head supervisor hands in the updated and signed form to HR following the go/no-go checkpoint meeting and before the completion of the first year of your PhD journey. You then upload the form in Hora Finita.	
Year 2		
End of year 2	<p>Annual planning and evaluation interview 2 (<i>Checkpoint 2 in Hora Finita</i>)</p> <p>The annual planning and evaluation interviews should be used to align expectations between you and your supervisors and to critically reflect on the goals and arrangements of your PhD journey. To prepare for the meeting, please use the relevant sections of the in the <i>Planning and evaluation form PhD candidates</i> of the Faculty of Science. You send the completed form to your supervisors in advance. During the interview, please also discuss your progress on the competencies chart.</p> <p>After the interview you upload the form in Hora Finita. Your promotor submits the form to HR.</p>	
After year 2	<p>PhD midterm review</p> <p>After two years, or halfway through the PhD journey, you schedule a PhD midterm review meeting with the <u>independent advisor</u> and your supervisors.</p> <ol style="list-style-type: none"> a. You prepare a presentation containing 1) Overall goal and scope of your PhD project; 2) Overview and summary of completed research to reach those goals, as well as completed teaching and education; 3) Research plans for the second half of your PhD to reach the overarching goals of your PhD project, and 4) teaching/education plans. b. The <u>independent advisor</u> oversees the PhD midterm review meeting. They evaluate the project and give recommendations to you and your supervisors on the feasibility of the goals, ambitions and planning. 	
Year 3		
End of year 3	<p>Annual planning and evaluation interview 3 (<i>Checkpoint 3 in Hora Finita</i>)</p> <p>Similar to the year 2 annual interview (see above).</p>	

	<p>In addition:</p> <ul style="list-style-type: none"> • Discuss realistic final year planning • Set submission date for manuscript • After the third year, you should discuss ideas and questions regarding your career following the submission of your PhD thesis. <p>After the interview you upload the form in Hora Finita. The promotor submits the form to HR.</p>	
Year 4		
6 months before end of contract	<p>Final year progress meeting (<i>checkpoint 4 in Hora Finita</i>)</p> <p>You discuss realistic plans that ensure timely completion of your manuscript within the contract period. Use the RIBES form 'Final year progress meeting' (available in Teams) to prepare this meeting.</p> <ul style="list-style-type: none"> • Recommended: the independent advisor comments and advises on the feasibility and planning of the thesis. 	
Before end of contract	You submit your manuscript: congratulations!	

For a timeline of the submission and defence process, see www.ru.nl/en/staff/phd-candidates/getting-your-phd/phd-roadmap (step 4 and onwards).

Appendix III: Expectation alignment sheet

This sheet is adapted from the Graduate School of Health and Medical Sciences, Faculty of Health and Medical Sciences, University of Copenhagen. Some of the contents have been edited to fit the specifics of a PhD journey at RIBES.

How to use the sheet:

Set up a meeting between you and your supervisor(s).

Before the meeting you and your supervisor should each fill in their own sheet by marking an X in the scale between the two statements and writing a short comment to support your selection.

At the meeting you and your supervisor should together fill in a new common sheet:

- *By discussing any differences of opinion at each question, including any written comments.*
- *By finding common ground appropriate to your PhD project, marking a common X, and supporting the selection with a mutually agreed comment.*

We recommend that you revisit the combined sheet at every annual meeting, and whenever deemed necessary.

Please keep the completed sheet for your own use. It should not be submitted to the RIBES Graduate School.

← COLLABORATION CONTINUUM →

	Supervisor	Scale (mark X)					PhD candidate	Comment
1	It's the supervisor's responsibility to select a promising topic						It's the PhD candidate's responsibility to select a promising topic	
2	If the research is part of a larger project then the supervisor 'owns' the project and can decide directions						The research is always owned by the PhD candidate's and they can decide on research questions and directions	
3	A supervisor should ensure that the thesis is finished within the contract period						It is up to the PhD candidate to manage time and finish the work	
4	A supervisor should terminate the PhD if they think a PhD candidate will not succeed						A supervisor should support the PhD candidate regardless of their opinion of the PhD student's capability	
5	A supervisor should direct a PhD candidate in the development of an appropriate plan of research						A PhD candidate should be able to work out a schedule and research plan appropriate to their needs	
6	The supervisor should establish the theoretical framework for the thesis research						The PhD candidate should establish the theoretical framework for the thesis research	
7	A supervisor should check constantly that a PhD candidate is on track and working consistently						PhD candidates should work independently and not have to account for how they spend their time. The supervisor shouldn't check up on the PhD candidates	

← COLLABORATION CONTINUUM →

	Supervisor	Scale (mark X)					PhD candidate	Comment
8	A supervisor decides which additional tasks a PhD candidate can take up (e.g. department duties, assisting at events, non-research project tasks etc)						The PhD candidate chooses which additional tasks they take up.	
9	A supervisor should give feedback on presentations prior to conferences etc.						It is up to the PhD candidate to obtain feedback and organise rehearsals of presentations prior to conferences etc.	
10	It is up to the supervisor to maintain an effective working relationship between supervisor and PhD candidate						It is up to the PhD candidate to maintain an effective working relationship between supervisor and PhD candidate	
11	Supervisors should initiate frequent meetings within their PhD candidate						It is up to the PhD candidate to decide when they want meetings with the supervisor	
12	A supervisor should be available to assist the PhD candidate any time also outside working hours						A PhD candidate must ask for an appointment if problems arise and assistance is needed	
13	A supervisor should make the PhD candidate aware of facilities and resources in the organisation						A PhD candidate is responsible for knowing the relevant facilities and resources in the organisation	
14	Supervisors should be available to help the PhD candidate with personal problems that arise during the PhD journey						Supervisors should only help with issues directly related to the scientific work	

← COLLABORATION CONTINUUM →

	Supervisor	Scale (mark X)					PhD candidate	Comment
15	A supervisor should help the PhD candidate develop a network of fellow students or staff						Developing a network of fellow students or staff is entirely up to the PhD candidate	
16	The supervisor(s) can contribute to the direct writing of a manuscripts/ papers as any co-author.						Supervisor(s) should be aware that they do not contribute with writing, but only with comments	
17	The supervisor(s) should insist on seeing drafts of every section of your thesis to ensure that it is up to standard.						It is up to the PhD candidate to ask for constructive criticism on the writing from supervisor(s).	