**Evaluation form**

**Annual meeting doctoral committee**

**Instructions for use of this form**

Always complete page 2 of this document.

Year 1:

* Committee meeting
* The supervisor and committee members complete section A.
* The doctoral candidate uploads this document in My Doctoral File under ‘reports’.

Year 2 (year of the extension of your contract (scholarship, assistant mandate, VWM) at Hasselt University)

* Progress report + committee meeting
* The supervisor and committee members complete sections A and B.
* The supervisor uploads this document in My Doctoral File under ‘extension request’

Year 3:

* Committee meeting
* The supervisor and committee members complete section A.
* The doctoral candidate uploads this document in My Doctoral File under ‘reports’.

Year 4 (necessary steps for assistants; to be discussed with supervisor/faculty for others)

* Progress report + committee meeting
* The supervisor and committee members complete sections A and B.
* The supervisor uploads this document in My Doctoral File under ‘extension request’

**Evaluation form**

**Annual meeting doctoral committee**

Date of meeting:

Name of doctoral candidate:

Title of PhD project:

Faculty:

Start date PhD:

|  |  |  |
| --- | --- | --- |
| ***For approval of section A and/or B:*** | | |
|  | Name | Signature or confirmation by e-mail |
| Supervisor |  |  |
| Co-supervisor(s) |  |  |
| Other members of the doctoral committee |  |  |
| ***In acknowledgement:*** | | |
| Doctoral candidate |  |  |

|  |
| --- |
| SECTION A |

1*.* Presentation of the research by the doctoral candidate

*Evaluation:*

2. Discussion of the research by the doctoral candidate (i.e., quality of answers to questions/remarks of the committee members, exhibited degree of understanding, …)

*Evaluation:*

3. Progress of the PhD project (including quality and valorization of research so far)

*Evaluation:*

4. Progress with regard to the minimal requirements of the doctoral school[[1]](#footnote-1)

5. Additional recommendations and/or agreements

|  |
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| SECTION B |

1. Feasibility to finish the PhD project within the expected time frame

*Evaluation:*

2. General advice of the doctoral committee regarding the extension

*Evaluation:*

1. \* Note: The doctoral committee evaluates the research activities of the past year, and takes note of the progress with respect to the doctoral school requirements as described in the portfolio provided by the doctoral candidate. They can also suggest additional activities. The final decision with respect to the fulfilment of the minimal requirements is however the responsibility of the doctoral school board. [↑](#footnote-ref-1)