**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 |  |  |

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| 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. In case there were conditions attached to the admission to the PhD, please provide a status of these conditions.

*The doctoral committee takes note of the progress with respect to the doctoral school requirements as described in the portfolio provided by the doctoral candidate. They can suggest additional activities. (Note: The final decision with respect to the fulfilment of the minimal requirements is the responsibility of the doctoral school board.)*

5. Progress with regard to the development of competences

*In order to make (career) progress, it is important to become aware of strengths as well as growth areas. The doctoral candidate is asked to provide an overview of the competences they have worked on in the past period and to discuss with the doctoral committee which competences are useful/needed to be further developed in the upcoming period.*

*(possible resource:* [*UHasselt competency overview*](https://www.uhasselt.be/en/doctoral-schools/competency-framework) *for PhD holders)*

6. 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:*