Van 't Hoff Institute for Molecular Sciences (HIMS)

|  |  |
| --- | --- |
| 9 months assessment | [ ]  |
| 14 months assessment | [ ]  |

[**Doctorate Regulations**](https://www.uva.nl/en/research/phd/doctoral-programme/doctoral-programme.html)**[[1]](#footnote-1)**

# Personal data

|  |  |  |
| --- | --- | --- |
| Name PhD candidate | : | Please enter first and last name |
| Employee number | : | Please enter number |
| Research institute | : | --Please Select-- |
| Type of appointment | : | --Please Select-- |
| Contract scope (FTE) | : | --Please Select if fte < 1-- |
| Starting date appointment or agreement | : | Please enter date  |
| Planned completion date (promotiedatum) | : | Please enter date  |

# Supervision

|  |  |  |
| --- | --- | --- |
| (Principal) supervisor(s) | : | Enter name 1 **Enter name 2 (optional)** |
| Co-supervisor(s) | : | Enter name 1 **Enter name 2 (optional)** |
| Daily supervisor(s) | : | Enter name 1 **Enter name 2 (optional)** |
| Independent supervisor(s) (optional) | : | Enter name 1 **Enter name 2 (optional)** |

# Expected assessments and evaluation dates[[2]](#footnote-2)

|  |  |  |  |
| --- | --- | --- | --- |
| Start date | Assessment (months) | Evaluation dates | Completed on |
|  Please enter date | 9 | Please enter date | Please enter date |
| 14 | Please enter date | Please enter date |
| 24 | Please enter date | Please enter date |
| 36 | Please enter date | Please enter date |

# Research activities

|  |  |
| --- | --- |
| 1. | *What are the most important results realized since last meeting (TSP or assessment)?* |
|  | Enter your text here |
| 2. | *Research activities until next assessment and afterwards. What are the most important milestones, desired results and deadlines?* |
|  | Enter your text here |
| 3. | *Do you expect any hinderances/delays in the realization of your plans? If so, how will you anticipate or react to them (e.g. equipment problems, supply delays, technical support, problems of a scientific nature, Covid-19 measures, other?)* |
|  | Enter your text here |

# Supervision activities[[3]](#footnote-3)

|  |  |
| --- | --- |
| 1. | *What is the opinion of the supervisor(s) regarding the supervision?* |
|  | Enter your text here |
| 2. | *What new agreements have been made with respect to supervision?* |
|  | Enter your text here |

# Teaching activities (if applicable)

|  |  |
| --- | --- |
| 1. | *What are the most important results realised since last meeting (TSP or assessment)?* |
|  | Enter your text here |
| 2. | *Teaching plan until next assessment and afterwards. What are the most important milestones, desired results and deadlines?* |
|  | Enter your text here |

# [Training activities](https://medewerker.uva.nl/en/science/phd/phd-programme/phd-programme.html)[[4]](#footnote-4)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mandatory courses | Knowledge & Skills | Planning schedule | Start date  | Completion date |
| [*Mastering your PhD*](https://medewerker.uva.nl/en/science/phd/phd-programme/phd-programme.html#Mastering-your-PhD) | Planning & organization skills Interpersonal skills Communication skillsReflectionSelf-awarenessScientific integrity | This programme is spread over 3 years. Please make sure to start in year 1 (after +/- 6 months).  | Enter date | Enter date |
|  |  |  |  |  |
| [*Didactic skills*](https://medewerker.uva.nl/en/science/phd/phd-programme/phd-programme.html#Didactic-skills) | Teaching skills Individual supervision | Start depends on teaching and supervision tasks, probably year 1 and 2 | Enter date | Enter date |

*Please provide motivation if the PhD candidate in not going to participate in the mandatory courses of the FNWI programme.*

Enter your text here

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Optional courses | Knowledge & Skills | Planning schedule | Start date  | Completion date |
| [*Faculty introduction*](https://medewerker.uva.nl/en/science/phd/phd-programme/phd-programme.html#Introductory-meeting) | Interpersonal skills | In first couple of months of employment (You will automatically receive an invitation) | Enter date | Enter date |
|  |  |  |  |  |
| [*Personal development courses*](https://medewerker.uva.nl/en/science/phd/phd-programme/phd-programme.html#Personal-development-courses) | --Please select----Please select-- | Suggested for year 2,3 & 4 | Enter dateEnter date  | Enter dateEnter date |
|  |  |  |  |  |
| [*Career development*](https://medewerker.uva.nl/en/science/phd/phd-programme/phd-programme.html#Career-Service) | Career orientation | Suggested for year 3 and 4 | Enter date | Enter date |
|  |  |  |  |  |
| [*Entrepreneurship skills*](https://medewerker.uva.nl/en/science/phd/phd-programme/phd-programme.html#Entrepreneurship-skills) | Explore possibilitiesstarting own company | Suggested for year 3 and 4 | Enter date | Enter date |
|  |  |  |  |  |
| *Tailored to your needs* | --Please select----Please select-- | Possible during whole doctoral programme  | Enter dateEnter date | Enter dateEnter date |

# [Well-being PhD candidate](https://student.uva.nl/shared/studentensites/uva-studentensite/en/az/psychologists/psychologists.html?origin=B6h3T5q6RDCHVV54Xq9y5g)[[5]](#footnote-5)

|  |  |
| --- | --- |
| 1. | *Do you feel at home in your research group/institute? If not or not completely, what do you think could be done to make you feel more at home.* |
|  | Enter your text here |
| 2. | *Do you experience any excessive work pressure[[6]](#footnote-6)? If so, please indicate what you think could be the cause and what could be done to help relieve the pressure.* |
|  | Enter your text here |

# Practical matters

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Clarifications and/or agreements |
| Is the required workspace available | : | --Please Select-- | Enter your text here |
| Is the required computer and software available | : | --Please Select-- | Enter your text here |
| Is the required research equipment available | : | --Please Select-- | Enter your text here |
| Are there any other problems to be solved | : | --Please Select-- | Enter your text here |
| Does the PhD candidate have [ancillary activities](https://medewerker.uva.nl/shared-content-secured/medewerkersites/uva-medewerkers/en/az/ancillary-activities/ancillary-activities.html)[[7]](#footnote-7)? | : | --Please Select-- |
| Has the PhD candidate finished the [formal requirement procedures](https://www.uva.nl/en/research/phd/documents-and-forms/documents-and-forms.html)?  | : | --Please Select-- |
| Has form “Verzoek tot toelating tot het promotietraject” been submitted? | : | --Please Select-- |

# Research data Management

*How do you manage your research data? Please specify in the text box below what kind of actions you have undertaken concerning planning, looking after and sharing of research data.*

Enter your text here

# Progress PhD project

*Is your PhD project on track (e.g. complete your manuscript within 48 months)? Do you expect or did you experience any hindrance/delay in the realization of your original plans? Please indicate and quantify which situation(s) have been or still are of influence on the progression of your doctoral programme (multiple choices possible):*

[ ]  Not applicable – PhD project is on track

[ ]  Maternity leave

[ ]  Extended partner leave

[ ]  Parental leave
[ ]  Illness > 8 weeks

[ ]  Other (please specify the special circumstances in the text box below)

Enter your text here

*When hindrance(s)/delay(s) is (are) experienced or expected, how will you anticipate or react to this (them)? Please elaborate and include a timeframe:*

Enter your text here

# [Code of Conduct](https://www.uva.nl/en/about-the-uva/policy-and-regulations/rules-and-regulations/codes-of-conduct/codes-of-conduct.html#Code-of-Conduct-for-UvA-staff-and-students)[[8]](#footnote-8)

*Carefully check the Code of Conduct for research integrity. Does this give rise to any issues that must be discussed between the candidate and the supervisor(s)? If yes, please elaborate:*

Enter your text here

# Conclusion of 9 months assessment

[ ]  On track

[ ]  Not on track, need for improvement

*If conclusion is ’not on track’ please concisely specify in the text box below what kind of improvement is expected from the PhD candidate (including timeframe).*

Enter your text here

# Conclusion of 14 months assessment[[9]](#footnote-9)

*Does the performance of the PhD candidate legitimize an extension of the appointment by 30 months, including a periodic salary raise to step 2 (salary scale PhD candidates)?*

[ ]  Positive

[ ]  Negative

*If the conclusion is negative the employment contract will not be extended. Please contact your institute manager immediately for the necessary procedure.*

# Appendix

*If necessary, an appendix can be added to the form (e.g. a recommendation from a committee). Note that the appendix cannot replace the answers to the form, nor can it replace the form.*

# Signatures[[10]](#footnote-10)

|  |  |  |  |
| --- | --- | --- | --- |
| PhD candidate | (Principal) Supervisor | Co- Supervisor | Institute director |
| Enter nameSignature: | Enter name Signature: | Enter name Signature: | prof. dr. W.J. BumaSignature: |
| Date | Date | Date | Date |
| Place | Place | Place | Place |

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor (optional) | Supervisor (optional) | Teaching coordinator | Director of operations |
| Enter nameSignature: | Enter name Signature: | dr. N. YanSignature: |  dr.ir. C.L.M. MarcelisSignature: |
| Date | Date | Date | Date |
| Place | Place | Place | Place |

1. In the Doctorate Regulations, the UvA' s Doctorate Board has set out the procedures, tasks and responsibilities associated with obtaining a doctorate. Every PhD candidate and doctoral conferral at the UvA must comply with the provisions of these regulations. You must therefore familiarise yourself with the provisions of these regulations before embarking on your doctoral programme. The [Doctorate Regulations](https://www.uva.nl/en/research/phd/doctoral-programme/doctoral-programme.html) (incl. the roadmap) summarise what you need to do when. [↑](#footnote-ref-1)
2. Note that the 14th month assessment is decisive (go/no go) for the prolongation of the contract after 18 months. [↑](#footnote-ref-2)
3. The supervisors are required to oversee the PhD candidate’s activities. This involves discussing progress and other tasks, and drawing up work plans together with the PhD candidate. The supervisor may also delegate these supervision tasks to another qualified staff member. [↑](#footnote-ref-3)
4. The Faculty of Science offers a [special training programme for PhD candidates](https://medewerker.uva.nl/en/science/phd/phd-programme/phd-programme.html). This programme consists of both mandatory and non-mandatory elements, such as training sessions to help you developing transferable and didactical skills like presenting, writing, teaching or dealing with stress. It will also help you to prepare you for your next career step. [↑](#footnote-ref-4)
5. If you experience work or personal problems please know that [UvA’s psychologists](https://www.uva.nl/en/shared-content/studentensites/uva-studentensite/en/az/psychologists/psychologists.html) can provide you with various types of support. [↑](#footnote-ref-5)
6. Please check out [UvA’s website on work pressure](https://medewerker.uva.nl/shared-content-secured/medewerkersites/uva-medewerkers/en/az/work-pressure/work-pressure.html) to find tips and resources that can help you to manage your workload and deal with stress and work pressure. [↑](#footnote-ref-6)
7. If yes, the PhD candidate (with agreement) is required to register ancillary activities in the [personnel information system](https://zelfbediening.uva.nl). [↑](#footnote-ref-7)
8. The UvA has a [code of conduct](https://www.uva.nl/en/about-the-uva/policy-and-regulations/rules-and-regulations/codes-of-conduct/codes-of-conduct.html#Code-of-Conduct-for-UvA-staff-and-students) that applies to everyone who works and studies at the university. This sets out how we should treat each other and what to do when undesirable behaviour occurs. [↑](#footnote-ref-8)
9. This question is only applicable for the 14th months assessment of appointed PhD candidates. [↑](#footnote-ref-9)
10. The completed form including the (digital) signatures of the PhD candidate and all the supervisors needs to be sent to the Operational Management Office of the Research Institute. This will be done by PZHims. Please send the completed form to pzhims@uva.nl and we will ensure all signatures will be placed. The form then will be uploaded in Self Service, where you can download it. [↑](#footnote-ref-10)