

## **An information sheet on PhD supervisor's candidates**

This version is from November 22, 2021

FSS PhD policy aims, among other things, at an optimal wellbeing of the PhD candidate, excellent support of the PhD candidate in conducting research and realizing the PhD, timely completion of the thesis (i.e., within the period agreed upon at the start), and, after obtaining the degree, good prospects for continuing the career in science or an application of the knowledge and experience in another professional field. Supervision of FSS staff should contribute to the achievement of these goals.

The 'Standards of supervising PhD candidates by academic staff' assumes that the quality of supervision can be improved when the supervisor's supervision is discussed and evaluated in the annual consultation ('jaargesprek')<sup>1</sup> with her or his supervisor ('leidinggevende'), and with the management of the department. We suggest that this should be a standard item on the agenda of every 'jaargesprek.'

To facilitate this, the Graduate School has prepared an information sheet for each individual supervisor with what is known from the administrative files in Hora Finita and other sources. The information sheet provides more information than the opening page of Hora Finita, i.e., it presents

- Administrative data (e.g. email address)
- Number of candidates at FSS
- Ius Promovendi
- Training in supervision
- Participation in the yearly survey on supervision
- FSS Graduates and former and current candidates: their name, category, project status, date of start and (intended) end, composition of the supervisory team, project delay
- Changes in supervisory teams involving the supervisor

The information sheet is a tool that can be considered a contribution to the conversation. Both the PhD candidates' supervisor and the 'leidinggevende' can use the information, in addition to what the supervisor has reported for the preparation of the 'jaargesprek.' General topics that may be discussed include the well-being of the candidates, progress in the projects, work adjustment and time scheduling, completion on time, frequency and style of supervision, quality of supervision, cooperation in the supervision teams, and the candidates' career prospects. These topics can be specified for an individual candidate's situation.

The information sheet is sent to the PhD candidates' supervisor, and all information sheets will be sent to the department head and the research manager. This will be done, for example, twice a year. For the 'jaargesprek,' the PhD candidates' supervisor uploads the information sheet into the HRM system so that it is available to the 'leidinggevende,' even if she or he is not department head.

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<sup>1</sup> <https://vu.nl/en/employee/annual-consultation/the-annual-consultation-for-supervisors>