

**Annual Progress Review by supervisors and candidate – Form that can be used to prepare and record**[[1]](#footnote-2)  
This version is from January 27, 2023

Date of meeting:

PhD candidate:

Supervisors:

| Topic[[2]](#footnote-3) | Preparation by PhD candidate | | Preparation by supervisors | | Record: What has been discussed and agreed |
| --- | --- | --- | --- | --- | --- |
| Input | Questions, TBD | Input | Questions, TBD |
| Look back, factually |  |  |  |  |  |
| Look back, evaluative |  |  |  |  |  |
| Look ahead, within the project |  |  |  |  |  |
| Career development |  |  |  |  |  |
| Reflect on what has been achieved |  |  |  |  |  |
| Quantity and quality of supervision |  |  |  |  |  |
| Conduct oneself professionally |  |  |  |  |  |
| Degree of choice |  |  |  |  |  |
| Workload |  |  |  |  |  |
| Social well-being and safety |  |  |  |  |  |
| Ancillary activities |  |  |  |  |  |
| Working conditions |  |  |  |  |  |
| Cooperation |  |  |  |  |  |
| Other, miscellaneous |  |  |  |  |  |
| Conclusions |  |  |  |  |  |

Use appendix if text is voluminous

1. The candidate and supervisors give their input and questions independently of each other, and share this among themselves for discussion. The last column can be used to record findings and agreements; it is preferable that the PhD candidate initiate this. [↑](#footnote-ref-2)
2. See the document ‘Annual Progress Review by supervisors and candidate’ for an explanation. [↑](#footnote-ref-3)