**Yearly PhD progress report**

**Academic Year 20..-20..**

**PART I: PHD CANDIDATE**

**Personal information**

|  |  |
| --- | --- |
| First name: |  |
| Last name: |  |
| E-mail |  |
| Enrolment number: |  |

**Faculty**

Choose an item.

**Department (=’vakgroep’):**

Click or tap here to enter text.

**Doctoral School**

 [ ]  DSH (Human Sciences)
 [ ]  NSE (Natural Sciences and (Bioscience) Engineering)
 [ ]  LSM (Life Sciences and Medicine)

**Doctoral degree to be obtained**:

Choose an item.

In case of an interdisciplinary doctorate, please specify the domains:

**Description of the PhD**

**Title of the PhD research**

**Joint or double PhD**

*Add your partner institution if applicable*

**Date of first enrolment**

dd/mm/yyyy

**Target date public defense**

dd/mm/yyyy

**Research output**

**Published publications from the start of the PhD research (R&D-Pure database)**

*The research output of accepted publications needs to be extracted from R&D-Pure database.*[*Login*](https://cris.cumulus.vub.ac.be/admin/login.xhtml)*, select “Personal > Research output > My research output“, and “Sort by ↑ Type”.
Afterwards download the publication list in Word format in APA style (link at the bottom of the page).
Number of publications for each type and restart numbering for each category.
Include this publication list here.*

*Or add from Portfolio via ‘Print Overview’, see* [*manual*](https://student.vub.be/en/phd/doctoral-training#portfolio)*.*

**Accepted or submitted publications under review (not yet included R&D-Pure database)**

|  |  |  |
| --- | --- | --- |
| Author(s) | Title of publication | Journal/ type and date of the conference |
|  |  |  |
|  |  |  |

**Doctoral training**

Introduction Day

*Only for doctoral candidates started in academic year 2017-2018 or later*

[ ]  I followed one of the introduction days organized by the Researcher Training & Development Office

If yes, please add prove from the Portfolio (printscreen)

If not, please add the reason for non-attendance:

Regular Courses (including pre-doc courses)

*List of regular university courses followed successfully. Only the courses followed* ***after*** *the master diploma are included. This includes also the courses followed in the context of pre-doctoral examinations. Download the list from your* [*portfolio*](https://student.vub.be/en/phd/doctoral-training#portfolio) *and add it here. Not yet familiar with the platform? Then get started!*

Seminars

*List of attended seminars. Add from Portfolio.*

**Educational tasks**

*Add from Portfolio.*

**Teaching BA/MA courses**

**Teaching Training Courses (e.g. PhD workshops/seminars)**

**Supervising MA theses**

**Scholarships, international mobility, awards, …**

**International mobility / stays abroad**

*International stay at a conference, in a research center or a certified lab. Add from PURE or Portfolio.*

**Awards**

*Add from PURE or Portfolio.*

**Logistic tasks**

*Add the logistic tasks you are responsible for (member of commission, board, sid-ins, contacts with industry, research contracts) within your faculty/department*

**Abstract of the PhD research**

*Give a short description of the objectives of your PhD research (max 500 words)*

# Progress of the PhD

*If you have an external report for FWO/IWT, you can simply refer to that report and add it to this progress report. If there are important changes to the work plan compared to that report, specify these below.*

**Progress and results**

*Give a short description of the progress of the PhD research work during the past year (max. 2000 words)*

**Tentative work plan**

*The planning for the year(s) to come (max. 500 words). Include a timetable (e.g. GANTT chart or similar) showing your tasks until the end of the PhD.*

**Specific problems to report**

*If there are specific problems during your research related to possible delay (lack of equipment, support,…), please specify them here or contact the* [*chairperson*](https://student.vub.be/en/phd/contact#faculty-representatives) *of the progress monitoring commission directly. If you want to talk to someone outside your faculty about it, you can contact one of our* [*ombudspersons*](https://student.vub.be/en/ombudsperson#phd) *for PhD candidates.*

*Don’t forget to fill out the* [*annual PhD survey*](https://student.vub.be/en/phd/phd-survey#the-phd-survey) *as well! You will receive an invitation mail to fill out a survey that will enable you to specify problems related to supervision, general support at VUB,…*

**PART II: SUPERVISOR**

**Name of supervisor**

*To be completed by the main supervisor (“promotor-woordvoerder”). Add all supervisors.*

|  |  |
| --- | --- |
| First name: |  |
| Last name: |  |
| Faculty: |  |
| E-mail: |  |

**Statute PhD candidate**

**Type of Funding/Contract**

Choose an item.

**End date of funding**

dd/mm/yyyy

If end of funding approaches: Will it be possible to extend funding for next academic year? Choose an item.

**Advice of the PhD advisory commission**

*The PhD guidance commission consists of the supervisor(s) and at least one other member with a PhD. See* [*Central PhD regulations*](https://student.vub.be/en/regulations-and-forms#phd) *and supplementary Faculty Regulations (same page, scroll down).*

**Additional member(s) of the advisory commission**

Add the name(s) of the additional member(s) of your advisory commission, contact details (email) and affiliation

**Comments and advice on the PhD research**

Add report or notes of annual meeting with advisory commission. Or add their comments directly in this document

**Date & Signature of the additional member(s) of the advisory commission**

**Advice and approval of the supervisor(s)**

**Formal advice of the supervisor(s) for the re-enrolment of the PhD candidate**

[ ]  **Positive recommendation** for a re-enrolment

[ ] **Positive recommendation** for re-enrollment, but with the points for improvement specified below

[ ]  **Negative recommendation** for re-enrollment

[ ]  Recommendation for re-enrollment **postponed** (e.g. in case of incomplete file; can be changed into a positive recommendation during the second examination period, if the points for improvement specified below are taken care of)

**Evaluation, comments and advice of the supervisor(s)**

*The evaluation of the PhD progress by the promotor(s) is* ***mandatory****.*

**Date & Signature supervisor(s)**

*The signature of the supervisor(s) is* ***mandatory****![[1]](#footnote-1)*

**Sign off by PhD candidate**

**Date & Signature PhD candidate**

*The signature of the PhD candidate is* ***mandatory****!1*

1. If the PhD candidate or the supervisor doesn’t sign, the chairperson of the PhD progress committee will have a meeting with both parties separately [↑](#footnote-ref-1)