Yearly PhD progress report

Academic Year 20..-20..

PART I: PHD CANDIDATE

Personal information

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

Faculty

 [ ]  Law & Criminology
 [ ]  Economic and Social Sciences and Solvay Business School
 [ ]  Psychology & Educational Sciences

 [ ]  Arts & Philosophy

 [ ]  Sciences & Bioengineering Sciences

 [ ]  Medicine & Pharmacy

 [ ]  Engineering

 [ ]  Physical Education & Physiotherapy

Department (=’vakgroep’):

Doctoral School

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

Doctoral degree to be obtained (see annex I of the ‘Central Regulations for the Conferral of the Academic Title of Doctor’ for full list of titles):

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*

Academic Year of first enrolment

Yyyy-yyyy

Target date public defense

dd/mm/yyyy

# Doctoral training

Are you exempt of the compulsory doctoral training programme? [[1]](#footnote-1) Yes / No

*All information concerning the doctoral training programme can be extracted from the PhD Portfolio via the reporting button*[[2]](#footnote-2)*. Check the latest information (including presentations and knowledge clips)* [*here*](https://student.vub.be/en/phd/doctoral-training#portfolio)*.*

|  |  |
| --- | --- |
| Quadrants | Number of acquired credits[[3]](#footnote-3) |
| Research Output |   |
| Teaching & Societal Outreach |   |
| Domain-specific Skills |   |
| Transferable Skills |   |
| Wildcard |   |

# 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.*

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** |
|  |  |  |
|  |  |  |

Presentations at conferences or meetings

# Teaching & Societal outreach

Teaching BA/MA courses

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

Supervising BA[[4]](#footnote-4)/MA theses

Research activities related to societal outreach

# Domain-specific Skills

Regular Courses & Seminars

Research-related activities

# Transferable Skills

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 & Seminars

Transferable skills related activities

# Wildcard

 International / interdisciplinary /intersectoral mobility and collaborations

# Abstract of the PhD research

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

# Covid-19 impact

To what extent did you experience delay (related to experiments, data collection or other) because of COVID-19 related regulations?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

Totally not       To a very small extent To a small extent To a great extent To a very great extent

If you experienced delay, to what extent did you adapt your research plan accordingly?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

Totally not       To a very small extent To a small extent To a great extent To a very great extent

Add additional comments here if applicable (max 250 words)

# Progress of the PhD

*If you have an external report for FWO, 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, health issues…), 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,… These results are discussed annually with the Research Council and at each faculty. With your contribution you can influence policies concerning the doctoral trajectory.*

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? [ ]  Yes

 [ ]  No

 [ ]  Not yet determined

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 additional member(s) of the advisory commission

*The signature of the additional member(s) of the advisory commission is mandatory*

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-enrolment, but with the points for improvement specified below

[ ]  Negative recommendation for re-enrolment

[ ]  Recommendation for re-enrolment 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![[5]](#footnote-5)*

Sign off by PhD candidate

Date & Signature PhD candidate

*The signature of the PhD candidate is mandatory!5*

1. Only applicable for doctoral candidates started as of academic year 2019-2020 [↑](#footnote-ref-1)
2. This button will be visible in PhD Portfolio after the foreseen release on 28/1/21 [↑](#footnote-ref-2)
3. Go to home page of your PhD Portfolio, you can also copy/paste the table in this report directly [↑](#footnote-ref-3)
4. Adding supervising BA thesis is not yet operational in Portfolio but you can add them here if applicable to your situation [↑](#footnote-ref-4)
5. 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-5)