CONFIDENTIAL

Zurich, Click or tap to enter a date.

Doctorate

Annual status conversation

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| Dear doctoral student, dear supervisor  The purpose of this document is to guide you through the annual status conversation. It consists of two separate parts. We encourage the second advisor to attend both (if he/she does the main supervision work); unless if you prefer a meeting strictly with the supervisor:  In the first part, you will talk about the research project, its current status, and next steps. Here, it might be beneficial to include the second advisor. Basis for this part is the progress report.  The second part should be solely between the doctoral student and the supervisor. There you should give bi-directional feedback, talk about general working conditions and development potentialities.  The outline presented here is structured to meet the requirements of the [Doctoral Ordinance](https://rechtssammlung.sp.ethz.ch/Dokumente/340.31en.pdf) (Art. 29) and the [Rector’s Implementation Provisions for the Ordinance on the Doctorate](https://rechtssammlung.sp.ethz.ch/Dokumente/340.311en.pdf) (Item 9.2). |

# Basic information

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student number | Click or tap here to enter text. |  | Doctoral student name | Click or tap here to enter text. |  | Department | D-EAPS |
| Supervisor name | Click or tap here to enter text. |  | Second advisor name | Click or tap here to enter text. |  | Doctoral programme  (if applicable) | Click or tap here to enter text. |
| Start date doctorate | Click or tap to enter a date. |  | Date aptitude colloquium | Click or tap to enter a date. |  | Expected date of  thesis submission | Click or tap to enter a date. |
|  |  |  | Grant funding project | Click or tap here to enter text. |  | Grant end date | Click or tap to enter a date. |

# Tentative title of the doctoral thesis

Click or tap here to enter text.

# Part 1: Research and Doctorate

## Research

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| --- | --- | --- |
| Considering the progress report: How satisfied are you with the work accomplished in the last year? With the way of working? |  | Click or tap here to enter text. |
| Are you happy doing a doctorate on this project? What do you like and dislike about the working situation in the last year and what can be done to improve less satisfying aspects? |  | Click or tap here to enter text. |
| What supervision strategies should we follow in the next year? Ideally how often should we meet? What platform should we use for updates and feedbacks? Who else should be included in meetings and updates? |  | Click or tap here to enter text. |
| What are the next steps/goals and on what timeframe? Do we need to change directions or priorities? If the doctoral thesis submission takes place within the next year, what are the final steps and the agreed procedure for thesis writing? |  | Click or tap here to enter text. |
| For chapters and manuscripts, what would be the target journals for submission, who is expected to be co-authors and what would the expected order of authorship? |  | Click or tap here to enter text. |
| Is the project plan well matched to the available project budget? |  | Click or tap here to enter text. |

## Doctoral studies

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| --- | --- | --- |
| What is the current state of the doctoral studies (regular and extended)? |  | Click or tap here to enter text. |
| Are there courses / workshops / conferences recommended to take or go to? |  | Click or tap here to enter text. |

## Assistentship responsibilities (teaching and other tasks assigned as part of the institute’s assistantship allocation)

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| --- | --- | --- |
| What responsibilities do you feel best qualified for and enjoy? How have your assistantship activities been this past year? |  | Click or tap here to enter text. |
| Have the responsibilities exceeded 10% of your overall work time over the last year? |  | Click or tap here to enter text. |

# Part 2: Appraisal, career and personal development

## Assessment of skills – Feedback to doctoral student

|  |  | **Current strengths** |  | **Targets to strengthen** |
| --- | --- | --- | --- | --- |
| Knowledge base e.g., subject knowledge, research methods, information seeking, critical thinking, problem solving, creativity |  | Click or tap here to enter text. |  | Click or tap here to enter text. |
| Personal effectiveness e.g., self-management, project management, enthusiasm, responsibility, results orientation, networking, continuing professional development |  | Click or tap here to enter text. |  | Click or tap here to enter text. |
| Working-with-others e.g., teamwork, communication, collaboration, knowledge transfer, integrity, collegiality |  | Click or tap here to enter text. |  | Click or tap here to enter text. |

## Working environment – Feedback to supervisor

|  |  | **Current strengths** |  | **Targets to strengthen** |
| --- | --- | --- | --- | --- |
| Communication e.g., regularity of meetings, appreciative/constructive feedback, clear expectation management |  | Click or tap here to enter text. |  | Click or tap here to enter text. |
| Support e.g., support in dissertation project, support in personal, professional and career development |  | Click or tap here to enter text. |  | Click or tap here to enter text. |
| General work environment and conditions e.g., working climate in the team, respectful cooperation, reconciliation of work and family life, vacation, conflicts, general satisfaction |  | Click or tap here to enter text. |  | Click or tap here to enter text. |

## Career and personal development

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| --- | --- | --- |
| What are your plans once the doctorate is complete, and what is needed to prepare for that? |  | Click or tap here to enter text. |
| Which competences should you strengthen to fulfill the expectations regarding the doctoral thesis project? |  | Click or tap here to enter text. |
| Which transferable skills should you strengthen to reach the career goals? Are you ready to serve as reviewer for papers? (Recommendations by the supervisor/wishes of the doctoral student) |  | Click or tap here to enter text. |

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|  |  | Click or tap to enter a date. |  |  |
| Signature doctoral student |  | Date |  | Signature supervisor |