

Annual Feedback Meeting for Doctoral Studies

Supervisor _____

Doctoral student _____

currently in her/his ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th year

has started his/her doctoral studies in _____ (year/month, or semester)

Expected date of thesis submission _____ (year/month, or semester)
(provisional)

Both parties are aware that they can reach out (confidentially if desired) to contact persons from the department, ETH, or student and staff associations.

All contacts can be found at www.ee.ethz.ch/the-department/code-of-conduct/Support.html

“Both parties confirm that they had the opportunity to openly exchange feedback (summarized on the back of this form) and discuss the (provisional) expected date of the doctoral thesis submission.”

Signature(s) of the supervisor(s) _____

Signature of the doctoral student _____

Date _____

Return this page to the Department Administration
Send a scan to: doktorat@ee.ethz.ch

The complete form must be archived by the professorship at least until one year after dematriculation of the doctoral student.

Doctoral students may also retain a complete copy of their 'Annual Feedback Meeting' forms.

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The 'Annual Feedback Meeting for Doctoral Students' is meant to be a non-research focused discussion between the supervisor and doctoral student about his/her experience in the group (e.g., what amount and type of feedback is most helpful to him/her, how additional responsibilities outside of research such as teaching and mentoring are going), perceived strengths and weaknesses of the doctoral student, and career goals and development opportunities for the doctoral student.

It is recommended that all doctoral students from D-ITET and their main supervisors have such meetings once per year. It is up to each group to define when during the year these discussions take place; however, it is recommended to have the first 'Annual Feedback Meeting' around the time of the submission of the doctoral student's Research Plan and then yearly after that date.



Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

**Department of Information Technology
and Electrical Engineering**

Feedback and comments from the doctoral student

On her/his working conditions, supervision, etc.

A large, empty rectangular box with a light gray background, intended for the doctoral student to provide feedback and comments.

Feedback and comments from the supervisor

Personalized and constructive feedback, suggestions for improvements, discussion of the student commitment, learning and progress

A large, empty rectangular box with a light gray background, intended for the supervisor to provide feedback and comments.

DITET