

Annual Status Conversation

Dear Doctoral Student, dear Doctoral Thesis Supervisor
The purpose of this document is to guide you through the annual status conversation. It consists of 2 separate parts.
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 doctoral thesis supervisor. There you should give bi-directional feedback, talk about general working conditions and development potentialities.
*Please also check whether your Department sets additional requirements and if a specific template is available. If this is the case, **follow the indications of your Department.***
The outline presented here is structured to meet the requirements of the Doctoral Ordinance (Art. 29) and the Rector's Implementation Provisions for the Ordinance on the Doctorate (Item 9.2).

Basic Information

Student number _____	Name Doctoral Student _____	Department _____
Start of Doctorate _____	Date of Aptitude Colloquium _____	Doctoral Programme (if applicable) _____
Name Supervisor _____	Name Second advisor _____	Expected Date of Thesis submission _____

Tentative title of the doctoral thesis

Part 1 Research and Doctorate

What are the recommendations/feedback about the latest progress on the research project (based on the progress report)? (add more pages, if needed)	
What are the next steps/experiments? If the doctoral thesis submission takes place within the next year, what are the final steps and the agreed procedure for thesis writing?	

Doctoral studies

<i>What is the current state of the doctoral studies (regular and extended)?</i>	<i>Are there courses / workshops / conferences recommended to take or go to?</i>	
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Teaching responsibilities and further tasks

<i>Did the teaching responsibilities change since the agreement in the doctoral plan? If yes, how? Do both sides agree to these changes?</i>	<i>Did further tasks change since the agreement in the doctoral plan? If yes, how? Do both sides agree to these changes?</i>	
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Assessment of skills – Feedback to Doctoral Student	Good	To be improved
Knowledge-base e.g., subject knowledge, research methods, info seeking, critical thinking, problem solving, creativity		
Personal effectiveness e.g., self-management, project management, enthusiasm, responsibility, results orientation, networking, continuing professional development		
Working-with-others e.g., teamwork, communication, collaboration, knowledge transfer, integrity, collegiality		

Working environment – Feedback to Supervisor	Good	To be improved
Communication e.g., regularity of meetings, appreciative/constructive feedback, clear expectation management		
Support e.g., support in dissertation project, support in personal, professional and career development		
General work environment / condition e.g., working climate in the team, respectful cooperation, reconciliation of work and family life, vacation, conflicts, general satisfaction		

Career and personal development

Does the doctoral student already have plans for his/her next career steps?	
Which competences should the doctoral student strengthen to fulfill the expectations regarding the doctoral thesis project?	
Which transferable skills should the doctoral student strengthen to reach her or his career goals? (Recommendations by the supervisor/wishes of the doctoral student)	

Signature Doctoral Student

Date

Signature Supervisor