|  |  |  |
| --- | --- | --- |
| Nikhef research group |  | |
| Name PhD student | <name> | <email> |
| Master title obtained | <university, date, subject> | |
| Employer | <NWO-i / university of.…/other> | |
| Duration employment | from ……/………/20…. | until ……/………/20…. |
| Promotion at university: |  | |
|  |  | |
| **C3 Commission** |  | |
| Promotor: | <name> | <email> |
| Supervisor: | <name> | <email> |
| Member on behalf of OSAF (C3 member): | <name> | <email> |

**C3 Meeting**: <date>

Items on the agenda:

1. Explanation about C3; training/supervision plan. (Only during first meeting)
2. **Evaluation of the past period (work):***<draft of the nature of the activities, such as talks, highlights, tasks within the collaboration, tutorials, practical sessions, outreach,…>*
3. **Evaluation of the past period (received education):***<received education through ‘aio/oio’-schools, topical lectures, colleges, courses or international schools>*
4. **Publications:***<entire publications, conference proceedings, internal notes, manual, web pages, chapter thesis, …>*
5. **Evaluation of the progress until now:**
   1. Planning:   
      *<ahead/tight/behind schedule>*
   2. External factors:   
      *<personal circumstances, other factors outside of work>*
   3. Bottlenecks:   
      *<work-related or personal circumstances that obstruct the progress>*
6. **Evaluation of the supervision**:  
   *<Are there enough contact moments, are agreements met by all parties, is the cooperation sufficiently productive>*
7. **Reflection on competencies:***<What’s going well, what can be improved, is extra help desired/necessary. For instance help with writing, presenting, time management, theory/experiment, assertiveness,…>*
8. **Planning of the period ahead:**
   1. Work:   
      *<point by point: What will the PhD student do and when will it be finished (in terms of results)>*
   2. Personal development:  
      *<conferences; (NWO-i) courses; coaching; job interviews after promotion,……>*
   3. Next C3 meeting:  
      ………..-………………-20
9. **Other***<if extension is needed, discuss here>*