|  |  |
| --- | --- |
| 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>*