|  |  |
| --- | --- |
| 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…. |
| PhD to be obtained 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. **Status of the Training and supervison plan***<Note agreed adjustments to the plan >*
3. **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,…>*
4. **Evaluation of the past period: received education:**
	1. *schools, topical lectures, colleges, courses or international schools,….*
	2. *(compulsory) NWO-I course ‘Taking Charge of your PhD’ or equivalent;
	(compulsory) Research Integrity course*
	3. *Other relevant skills course(s)*
5. **Publications:***<entire publications, conference proceedings, internal notes, manual, web pages, chapter thesis, …>*
6. **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>*
7. **Evaluation of the supervision**:
*<Are there enough contact moments, are agreements met by all parties, is the cooperation sufficiently productive>*
8. **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,…>*
9. **Wellbeing**

*<Is the amount of work feasible in the available time? Is there enough time for relaxation and reflection? Does the PhD student have sufficient freedom and possibilities to organize the work? Does the student know where to go when in need of support?>*

1. **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
2. **Any Other Business***<if extension is needed, discuss here>*
3. **Informal follow-up discussion between C3 member and PhD student**

*<No report will be made of this part>*