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| Nikhef Program: |  |
| Meeting date: |  |
| Name PhD candidate |  |
| Promotor: |  |
| Co-promotor: |  |
| C3 member  |  |
| Did the C3 member and the PhD candidate meet separately? | YES / NO |

***<<<Please check the procedure and instructions in the appendix before the meeting>>>***

1. Document check. Have the following documents been made available before the meeting? *Please attach them when returning this form.*
	* Training and supervision plan (*first C3 meeting only*)
	* Summary of past activities on research, teaching & supervision and received education & training
	* Summary of future activities on research, teaching & supervision and received education & training
	* roadmap towards writing and completing the PhD *(final C3 meeting only)*
2. [1st meeting]
	* PhD candidate is on track to a go / no-go decision (indicate which)
	* Status of TSP submission and registration at university graduate school
	* Discussion about additional requirements in the university in which the PhD is getting their degree:
3. Discussion on performance (research, training, teaching) in the past period:
4. Discussion on planning (research, training, teaching) for the coming past period:
5. Discussion of PhD supervision:
6. If relevant, indicate how Nikhef can further support the PhD candidate:
7. If relevant, indicate any relevant issues that may be affecting the performance of the PhD candidate:
8. [OSAF tracking] Status of educational programme (2 BND schools and 6 topical lectures required)
9. [2nd meeting, start Y2] A go / no-go decision has been taken (indicating which) concerning the continuation of the PhD candidate in the research group.
10. [last meeting, start Y4]
	* Discussion about additional requirements in the university in which the PhD is getting their degree:
	* Summarise plan towards PhD graduation and indicate whether PhD extension may be required:

**Procedure and instructions regarding the C3 meeting.**

**Before the C3 meeting.**

* The PhD candidate will prepare a short summary (**1 A4 max**) of the activities carried out during the previous period in the areas of i) research, ii) teaching and supervision (taught as part of the PhD duties), and iii) education and training (received by the PhD candidate). **[PhD]**
* The PhD candidate will prepare a short summary (**1 A4 max**) of the plans for the next period in the same areas:  i) research, ii) teaching and supervision and iii) education and training. In case this is the meeting taking place at the beginning of **Y4,** this document should also include a roadmap towards writing and completing the PhD.  **[PhD]**
* The PhD candidate will send these two documents to the C3 member and PhD supervisors with at least one week in advance of the meeting. **[PhD]**
* When scheduling the meeting, the C3 member will make sure that there is sufficient time (at least 15 min) for a one-to-one discussion with the PhD candidate without the supervisors being present, either before or after the meeting. **[C3 member]**

**During the C3 meeting.**

The following list indicates a possible scheme for the topics that should be discussed during the C3 meeting. The list is not exhaustive and only meant to provide guidance, the C3 member is free to add other topics to complement the discussion. Italics indicate topics that do not need to be discussed always, but rather during a subset of the C3 meetings.

* *Explanation of the C3 mentoring scheme (only necessary during the first meeting)*
* *The C3 member should confirm that a Training and Supervision Plan (TSP) has been submitted either to Nikhef or to the partner universities, and that the PhD candidate is registered in the graduate school system of the university which will grant them their PhD (only necessary during the first meeting).*
* *Discussion of university-specific requirements (in addition to or complementing those of Nikhef) for PhD graduation. These requirements change frequently and it is the responsibility of both the PhD candidate and the supervisors to be informed, and if required check with the OSAF chair (only necessary during the first and last meetings).*
* Evaluation of the performance during the past reporting period: research, publications, training and education followed, teaching activities at universities and supervision of BSc/MSc students.

*Here the OSAF graduation requirements should be reminded. OSAF requires that 2 BND schools and 6 Topical lectures are completed before the PhD candidate graduates. With the agreement of the Promotor, Candidate, and C3 member,* [*one BND school may be substituted*](https://docs.google.com/document/d/1NroHIAylCtruFy2pHxH_XW_Xmnb6Ghx5XbUAFaOnjYo/) *with an equivalent school or schools with similar weight. This replacement school should explicitly include both didactic and networking opportunities.* [*Topical lectures*](https://docs.google.com/document/d/1DE0-OxBylFGaTaIVjIgT-TmhsVu6XjL92F4qQ03jrjE/) *may not be substituted. Progress should be continuously tracked via the C3 report.*

* Discussion of the general well-being of the PhD candidate and of any difficulties experienced during the last period (related to either work-related or personal matters). In case needed, the C3 member will point the PhD candidate to the relevant instance for further support (with HR being always the first contact point).
* Discussion on the PhD supervision and evaluation of its quality and quantity by both the PhD candidate and the supervisors. Here the C3 member should pay attention whether the perceptions about PhD supervisor are shared and whether there is good expectation management both from the side of the PhD candidate and of the supervisor.
* General discussion about what the PhD candidate may need to further improve its performance and what Nikhef can do to support them in this aspect.
* *Discuss whether a PhD candidate is on track for a positive ``go” decision at the go/no-go meeting taking place at the end of Y1 (only necessary during the first meeting).*
* *If necessary: discussion on whether or not the PhD candidate is satisfying the conditions for a positive ``go” decision at the go/no-go meeting (only relevant for the second meeting, taking place at the beginning of Y2).*
* Discussion about the planning for the subsequent period in the same categories: research, publications, training and education to be followed (in particular, graduate schools and compulsory soft-skills courses), teaching activities at universities and supervision of BSc/MSc students.
* *Discussion on the planning towards writing and submitting the PhD manuscript (only relevant at the last C3 meeting taking place at the beginning of Y4).*

**After the C3 meeting.**

* The C3 member will send to Nikhef HR (pz@nikhef.nl) the report of the meeting together with the documents provided by the PhD candidate in preparation for the meeting. Both the supervisors and the PhD candidate will be cc’ed in this email **[C3 member].** *Any format for this report is acceptable (word, email, latex) provided it contains the required information as indicated in the template.*
* In the case that confidential information needs to be reported (e.g. possible conflict or disagreements between PhD candidate and supervisors), the C3 member will send, *with the explicit permission from the PhD candidate*, separate email only to Nikhef HR (pz@nikhef.nl) briefly summarizing the situation. In case actions need to be taken, HR will take the lead afterwards. **[C3 member].**