



Dialogue guide for regular assessment meetings

The purpose of a regular assessment meeting is to ensure that the PhD student is making progress on his or her programme *or* to uncover if the PhD programme is moving away from track.

This guide is intended as a tool to encourage a positive dialogue at the meeting. It provides a number of topics for discussion that the PhD student or the supervisor group can raise during the meeting.

The topics are a supplement to the mandatory questions to be addressed at the [regular assessments](#).

You are not supposed to report to the Graduate School on your discussion on the topics below.

Intro

- How are things in general?
- Is there anything particularly important to discuss at this meeting?

Academic progression

- Is the PhD student satisfied with his or her own performance?
- Are coursework, participation in another research environment and planned publications on schedule?
- Is the supervisor group satisfied with the PhD student's academic performance?
- Do parts of the project deserve greater focus?
- Does the PhD student have access to sufficient resources (e.g. supervisors, funding, equipment, courses and research networks) for the PhD project to be successful?

Supervision and alignment of mutual expectations

- Should the [Alignment of expectations](#) between PhD student and supervisor be revisited?
- Does the PhD student need more, better or alternative forms of feedback?
- Is the supervision sufficiently balanced as far as student autonomy is concerned (e.g. is it direct and instructive when necessary but coaching when that is needed)?
- Are the roles and responsibilities allocated appropriately among the supervisors?

Co-operation and well-being

- Does the PhD student find that the supervisor group supports the PhD project (e.g. by presenting concrete proposals and ideas, showing interest and commitment and being available to the extent required)?
- Would more or fewer meetings be a good idea?
- Does the PhD student and the supervisor group find that they work well together?
- How is the PhD student's well-being in general (e.g., social and academic integration, collaboration, working time and management)?

Summary

- Is there anything else that needs to be discussed?
- Has anything been agreed upon at this meeting that requires follow-up? If so, how and when?
- Was this meeting valuable to you?