

SUPERVISORY MEETING PROTOCOL

Section 1 - To be completed by the DOCTORAL CANDIDATE before the meeting

Name of doctoral candidate:		Name of doctoral program:	
(Preliminary) Title of thesis:			
Name of 1 st supervisor	Name of 2 nd supervisor	Name of 3 rd supervisor	
Supervisory meeting no:	Date of meeting:	Date of previous meeting:	

Please report for the previous period:

How many times have you met with your supervisors?	Do you consider this frequency sufficient?
Progress report for the work you have completed:	
Please outline the current status of your dissertation project:	
Research training undertaken, e.g. Attendance of courses, lectures, seminars, colloquia, etc.:	
Active participation in teaching (if applicable):	
Other activities (e.g. participation in summer schools, conference presentation, research stays abroad, publications, etc.):	
Attendance of courses in Transferable Skills, language courses, etc.:	

Please plan the following period:

Research objectives (e.g. major results expected, experiences, knowledge, skills, techniques to be acquired):

Working plan and time table (please attach a separate sheet, if applicable):

Attendance of courses, lectures, seminars, colloquia; (according to curriculum and beyond, if applicable):

Active participation in teaching activities (if applicable)

Other activities (e.g. participation in summer schools, conference presentation, research stays abroad, publications, etc.):

Attendance of workshops in Transferable Skills, language courses, etc.:

Comments (if applicable):

Section 2 – To be completed by the SUPERVISOR before the meeting

Please comment on the doctoral candidate's progress during the previous period in view of earlier defined targets and goals:

Please rate the candidate's progress achieved during the previous period:

Very satisfactory

Satisfactory

Giving cause of concern

If "giving cause of concern", please indicate what measures the candidate should take to achieve a satisfactory outcome:

Please state whether the candidate has accomplished a satisfactory level of research and other training or whether you identify components which are still missing:

Please indicate your estimate when the thesis is likely to be submitted:

Comments (if applicable):

Section 3 – To be completed during the supervisory meeting

Issues discussed during the meeting:	
List of actions agreed upon at the supervisory meeting, including an indication of the person responsible and a timeplan:	
Comments (if applicable):	
Doctoral candidate:	Signature
Principal supervisor:	Signature
2 nd supervisor:	Signature
3 rd supervisor:	Signature