The GSA PhD Annual Interview offers PhD researchers the opportunity to talk in confidence and in a relaxed manner about their research and shall help them to:

a. discuss the progress of their research,
b. identify the strengths of their PhD research,
c. address problems with their PhD project,
d. try to find ways to solve these problems.

The interview will be a coaching session for the PhD candidate as well an academically productive discussion of the PhD’s research (work plan, time table, feasibility, pitfalls, supervision matters, education plan).

All interviewers hold a PhD degree and are not involved in the project of the PhD student. It is aimed to assign a team of two interviewers from two different research groups or departments to the PhD researcher. For the interviewers, it is an opportunity to get to know better what type of research is done in other research fields, and to work with PhD staff from other departments and share ‘best practices in PhD research’.

For both the PhD researcher and the interviewers, it is a chance to academically interact with staff members with a different research, educational and cultural background.

A specific Progress Interview questionnaire is used at the meeting. The interviews are confidential: the report, recorded during and after the interview, remains with the GSA. The GSA evaluates the comments and recommendations. If all is well, the documentation is filed; where there are grounds for concern the GSA contacts PhD student and supervisor(s), proposing specific actions within a defined time period to ensure that the problems are solved. The interview may lead to adjustments and/or revisions within their workplan and supervision team.

The first Review is after 10-11 months and of crucial importance for un-funded internal PhD students, since it will be decided at that point whether the PhD student may continue with GSA facilities. This ‘go-/no go’ decision –made by the Faculty Board, advised by the GSA- is based on the recommendation of the reviewers and advice from the supervisor(s). In the case of serious problems that cannot be solved, the GSA may discontinue the facilities offered to the PhD student. Reviews in year 2-4 do not involve a go/no-go decision.

GSA Progress Interview Procedure

1. **By initiative of the PhD researcher**, the review team and PhD student make an appointment. Please schedule ca. 1.5 hours for the entire meeting.

2. The PhD researcher prepares a General Research Report of 1-2 pages. The main supervisor checks this report.

3. The General Research Report and approval of the supervisor is sent to the review team by the PhD student latest one week before the interview is scheduled.
4. **The General Research Report** and **additional documentation (see below) is discussed at the interview.**

5. It is the responsibility **of the reviewers** to fill in the attached questionnaire, both during and immediately after the interview, including recommendations for follow-up action.

6. It is the responsibility **of the PhD researcher** to fill in their section of the Questionnaire commenting on the interview.

7. The combined **Interview Report** is emailed **by a review team member** as a PDF file to the PhD coordinator, within two weeks after the interview has been conducted.

8. The Graduate School evaluates the comments and takes further action if necessary.

**Procedure for PhD Researchers**

*(all material must be sent to the assessment team at least 1 week before the interview)*

**End of Year 1: topic / define research problem / work plan.**

- The Training and Supervision Plan recorded at the start of the project
- General Research Report: work executed in the first year
- Working title and detailed outline of the monograph or of the articles constituting the PhD dissertation
- Work plan: plan of chapters / articles, fieldwork, laboratory work
- Training

**End of Year 2 and end of year 3: data gathering / analysis/ discussion.**

- General Research Report: work executed in during the past year
- Working title and detailed outline of the monograph or of the articles constituting the PhD dissertation
- Work plan: plan of (completion of) chapters / articles, fieldwork, laboratory work
- Training

**End of Year 4: completing the thesis.**

- Detailed outline of dissertation
- Plan of completion
- Strategy for the future (after the manuscript have been completed) and steps to be taken to be successful in this strategy.