LEIDEN UNIVERSITY

GRADUATE SCHOOL OF ARCHAEOLOGY (GSA)

PhD ANNUAL PROGRESS INTERVIEW

2022

For many PhD students, these interviews will be the first time they will have the opportunity to talk about their research and about their experience as PhD candidate with outsiders. Most PhD students feel insecure about their research. **The interviewer(s)' role is to support the PhD candidate to reach full potential and deliver a PhD dissertation within the framework of the agreement established between the PhD candidate and the PhD supervisor(s).**

The interviewer(s) will give **constructive feedback:**
      1. **Respectful** for the candidate (and the supervisors) achievements and choices,
      2. **Goal-oriented**: providing assistance on specific point by asking for clarification
      3. **Digestible** feedback: increasing understanding of what may be expected by providing examples/presenting options from personal experience,

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 interview is after 10-11 months and of crucial importance since it will be decided at that point whether the PhD student may continue. This 'go-/no go' decision –made by the Faculty Board, advised by the GSA- is based on the recommendation of the interviewers and advice from the supervisor(s). In the case of serious problems that cannot be solved, the GSA may discontinue the PhD track or discontinue the facilities offered to an un-funded PhD student. Interviews in year 2-4 do not involve a go/no-go decision.

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 student. For the interviewers, it is an opportunity to get to know better what type of research is done in other research fields, to work with PhD staff from other departments and contribute to the success of the PhD students at the Faculty of archaeology.

GSA Progress Interview Procedure and Timeline

1. The GSA indicates to the PhD student who will interview them.
2. *By initiative of the PhD student,* the interview team and PhD student make an appointment. Please schedule ca. 1.5 hours for the entire meeting.
3. The PhD student prepares a General Research Report of *1-2 pages*. The main supervisor checks this report.
4. The General Research Report and approval of the supervisor, as well as other materials listed below is sent to the interview team by the PhD student *latest one week before the interview* is scheduled.
5. The General Research Report and additional documentation (see below) is discussed at the interview.
6. It is the responsibility *of the* **interviewers** to fill in the attached questionnaire, both during and immediately after the interview, including recommendations for follow-up action.
7. It is the responsibility *of the PhD student* to fill in their section of the Questionnaire commenting on the interview.
8. The combined *Interview Report* is signed by the interviewers and the PhD researcher and will be emailed by one of the interviewers as a PDF file to the Graduate School, within two weeks after the interview has been conducted.
9. The Graduate School evaluates the comments and takes further action if necessary.

Material to be sent by the PhD Student to the interviewers
1 week before the interview

End of Year 1, Year 2 or Year 3:
- The latest version of the Training and Supervision Plan uploaded in Lucris/GSM
- General Research Report (1-2 pages): work executed in the past year
- Working title and detailed outline of the monograph or of the articles constituting the PhD dissertation (link to already published articles if any)
- Work plan: plan of (completion of) chapters / articles, fieldwork, laboratory work
- List of training executed with number of hours devoted to academic training (eg. conferences, training in candidate's specialism, scientific integrity) and to transferable skills training (eg. teaching, oral communication, time management, career orientation, entrepreneurship).

End of Year 4:
- The latest version of the Training and Supervision Plan uploaded in Lucris/GSM

- Detailed outline of dissertation (including links to published papers if relevant)
- Plan of completion
- Strategy for the future (after the manuscript have been completed) and steps to be taken to be successful in this strategy.
- List of training executed with number of hours devoted to academic training (eg. conferences, training in candidate's specialism, scientific integrity) and to transferable skills training (eg. teaching, oral communication, time management, career orientation, entrepreneurship).

GSA, Sep. 2022