

# Performance and Planning Review Meeting

## For PhD Students

<b>PhD Student</b> (Name, Surname, Student-ID.):
<b>Main Supervisor</b> (Title, Name and Surname, Institute):
<b>Second Supervisor</b> (Title, Name and Surname, Institute, University):

### Information on PhD thesis

<b>Subject and title:</b>
<b>Beginning of the thesis (Month / Year):</b>
<b>Expected end of the thesis (Month / Year):</b>
<b>Discipline:</b>

<b>Member of a Graduate School / Doctorate Programme:</b> yes   no   still open If yes, name of the Graduate School / Doctorate Programme:

## Part A: Phd project: Evaluation of the goals set in the past year

Were the agreed goals achieved in terms of academics and training?

Achieved goals	Yes	No	In parts	Comments

## Phd project: Goals for the next year

(in the time from            to            )

### Scientific contributions in the upcoming year:

(e.g. development of concept; design of experiments; data collection; data evaluation; literature analyses; submission/publication of articles in scientific journals; writing book chapters; etc.)

Scientific goals	Number, Comments/Improvement measures

## Presentation of intermediate results of the dissertation to scientific forums in the coming year

(e.g., scientific conferences, research talk)

Contributions	Comments/Improvement measures

**Training and service contributions in the coming year**  
(e.g. in the context of a Graduate School or equivalent)

Event title and date	Short description

**Discussions on the future career direction**  
(at least twice during the PhD study, see attachment)

Participants	Date

Special measures or regulations for balancing work and family duties:

Principal supervisor  
Date

Signature

PhD Student  
Date

Signature

Noted by:

Second supervisor  
Date

Signature

**Part B: Context and work conditions**

Were there any special changes during the assessment period, such as changes in personnel, restructuring, under- or overcapacity? What were the working atmosphere, working conditions and cooperation like?

**Part C: Assessment of goal achievement outside of the dissertation project**

Were the agreed goals achieved with regard to further work at the university?

Achieved goals	Yes	No	In parts	Comments

**Part D: Agreed goals outside of the dissertation project**

(e.g. conducting courses, taking on administrative tasks in the institute, organization/coordination of congresses and training courses, etc.)

Goals

Supervisor/Committee chair

Student

Date

Signature

Date

Signature

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# Attachment

## Discussions about further career development

Discussions regarding the required profile, key competencies, motivation and performances are recommended twice during the doctorate.

1. Approximately 1-2 years after the start of the doctorate: Discussion with regard to whether the previous course of the doctoral studies indicates that the doctorate **can be expected to be successfully completed within the given time**.
2. Approximately 1 year before the expected completion of the doctorate: Discussion on **career direction after successful completion of the doctorate** (continuation of academic career).

### First meeting

Are the prerequisites for successfully completing the doctorate in place?

Possible discussion points:

- **Dissertation:** e.g., progress of the dissertation, originality and creativity of the research, publication activity / scientific writing, presentation activity (presentation of the intermediate results).
- **Competences:** e.g., technical and content-related skills (conceptual, theoretical), methodical skills, personal skills (e.g., independent research work, resilience, reliability), talent for scientific theoretical or application-related work, social skills (e.g., team behaviour/collaboration).
- **Motivation:** e.g., interest in scientific theoretical or application-related work, interest in teaching, research-related further training, career goal of the doctoral candidate (e.g., university career with the aim of becoming a professor, work as a lecturer, in the academic administration area or non-university career in the private sector or in administration).

### Next meetings

Are the prerequisites for a possible continuation of an academic career in place?

Possible discussion points:

- **Research:** Publication activity/scientific writing, originality and creativity of research, presentation activities (presentation of intermediate results), scientific socialization.
- **Competences:** e.g., technical and content-related skills (conceptual, theoretical), methodical skills, personal skills (e.g., independence of research work, resilience, reliability), talent for scientific theoretical or application-related work, social skills (e.g., team behaviour/collaboration).
- **Motivation:** e.g., career goal of the doctoral candidate (e.g., university career with the aim of becoming a professor, working as a lecturer, in the academic administration area or non-university career in the private sector or in administration), interest in scientific, theoretical or application-related work, interest in teaching, research-related further training.