

## **Checklist Performance & Development meetings**

### **Trainee Research Assistants and Contract PhD Candidates \***

Start-up meeting: "Explanation of the rules and making agreements" (within four weeks of the start of the contract).

- Explain the set-up of the personal dossier, all the different building blocks as well as their compulsory components.
- Complete the OBP (Training and Supervision Plan).
- Inform the PhD candidate where to find information about courses that he/she is required to attend in order to complete the building blocks; attending the Scientific Integrity course is a priority.
- Specify the criteria of a PhD dissertation.
- Explain the specific value of each component of the *Knowledge & Insight* building block.
- Inform the PhD candidate that there will be an evaluation eight months following the start of the contract, which will be based on a written product (for example a proposed plan for writing a PhD, with details of the historical debate, the research question, the hypotheses, the sources, the methodology and an accompanying planning proposal).
- Inform the PhD candidate of the identity of the PhD supervisor or co-supervisor and of the role he/she is going to play in the entire PhD track. The dissertation supervisor and co-supervisor must make agreements about their collaboration prior to the P&D meeting and confirm these in writing by email.
- The PhD candidate is required to specify his/her expectations regarding the dissertation supervisor and co-supervisor.
- Make clear that participation in the research school and the *Graduate Seminar* is compulsory.
- Explain the structure of the organisation and mention the various staff members he/she will be dealing with: research director, institute manager, PhD co-ordinator, scientific director.

P&D meeting I: "Stay or leave?" (start of month 8 of the contract).

- Based on the results of year 1 and on the assessment of the text on which the first evaluation of the content of the dissertation takes place, the PhD supervisor has to decide whether the contract with the PhD candidate will be continued or not. The reasons for the decision must be explained clearly in the P&D meeting.
- Review/evaluate the role of the co-supervisor.
- Allow the opinions/remarks of the co-supervisors to be discussed and taken into account at the P&D meeting;
- If the PhD supervisor decides to continue the collaboration with the PhD candidate, clear targets must be set and agreed on for year 2, i.e.:
  - o The content of the *Transfer & Knowledge* building block must be specified.
  - o The possibility of attending courses within the *Transfer & Knowledge* building block must be explained.

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\* Contract PhD candidates cannot use *self-service*. Nonetheless, these meetings must be recorded by both parties.

- The progress of the PhD dissertation has to be monitored (for example, after completion of two chapters before the end of year 2 or a similar assessment instance).
- A brief reflection on the future of the PhD track: does the candidate have any plans yet, and if so, is he/she clear about what is required during the coming few years in order to realise those plans?

P&D meeting 2: "Progress and the next step" (end of contract year 2)

- Monitor the progress of the PhD dissertation.
- Review/evaluate the role of the co-supervisor.
- Monitor the activities within the framework of the *Transfer & Knowledge*\* building block.
- Specify which components are compulsory within the *Organisation & Management* building block.
- Inform the PhD candidate about the possibility of putting into practice certain components of the *Organisation & Management* building block.
- Objectives for year 3 (for example, providing the final version of three chapters or the draft version of all the chapters).
- A short reflection on the future following the PhD track: what plans does the candidate have for the future and has he/she given any thought to the realisation of these plans?

P&D meeting 3: "Towards a PhD dissertation within four years" (end of contract year 3)

- Monitor the process development of the PhD dissertation.
- Review/evaluate the role of the co-supervisor.
- Monitoring the activities within the framework of the *Organisation & Management* building block.
- Specify which elements are compulsory within the *Communication & Placement* building block.
- Inform the PhD candidate about the possibility of putting into practice certain components of the *Communication & Placement* building block.
- Objective for year 4 (for example, handing in the first manuscript to the dissertation supervisor and the co-supervisor for assessment at the expiry of the contract).
- Ask about the plans that were formulated for the period following the PhD track.

P&D meeting 4: "Looking ahead: a look at the future" (end of contract year 4, around three months before the expiry of the contract)

- Monitor the progress of the PhD dissertation.
- Monitor the activities within the framework of the *Communication & Placement* building block.
- Make clear agreements on the completion of the PhD track.
- What plans have been made for the period following the PhD contract? Can the University offer any help?

Final meeting: "Looking back on the PhD track" (four to eight weeks after the expiry of the contract)

- Reflect on results achieved regarding the PhD dissertation;
- Reflect on results achieved regarding the personal dossier;
- Reflect on supervision as provided by PhD supervisor and co-supervisor.

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\* This also includes a discussion of the teaching carried out by the PhD candidate. Not every grant provider will allow PhD candidates to teach. If they are not allowed to teach, then obviously no evaluation of the teaching is required.

## Personal Dossier

- a) The personal dossier is similar to a BKO dossier (Basic Teaching Qualification).
- b) The personal dossier is the core subject of the first P&D meeting and will also be discussed at all the other P&D meetings (a total of six).
- c) The personal dossier is a compulsory requirement for all trainee research assistants and contract PhD candidates.
- d) The personal dossier is built based on four 'building blocks' of knowledge and commitment.

### Building blocks: Knowledge and Commitment

The principle of the four building blocks implies the creation of transparency towards the outside world, standardising practices for all the specialisations and offering equal chances to all PhD candidates (irrespective of their PhD supervisor). The four building blocks are:

- a) Knowledge & Insight (80-85% of the duration of the appointment); to be discussed at the start-up meeting up to and including P&D meeting 4)
- b) Transfer of Knowledge (5% of the duration of the appointment); to be discussed at the start-up right up to and including P&D meeting 2)
- c) Organisation & Management (5% of the duration of the appointment); to be discussed at the start-up meeting and P&D meetings 2 and 3)
- d) Communication & Placement (5% of the duration of the appointment); to be discussed at the start-up meeting and P&D meetings 3 and 4 and the final meeting)

Each building block consists of various components (skills) which enable the PhD candidate to:

- a) write a successful and academically sound dissertation within the prescribed time
- b) learn skills that can also be used outside the academic world
- c) learn skills on how to work independently in science
- d) learn skills on how to enter the job market after completing the PhD track

In the *Knowledge & Insight* and *Transfer of Knowledge* building blocks, 140 hours are devoted to transferring scientific skills and knowledge.

The building blocks on *Transfer of Knowledge* (remaining components), *Organisation and Management* and *Communication & Placement* entail 140 hours of transferable skills.

Even though the PhD candidate's own choices as well as the advice given by the PhD supervisor are taken into account, certain components of each building block are compulsory. These are:

#### **a) Knowledge & Insight**

Compulsory: all the components

Organised by: Graduate schools (at national and faculty level)

**b) Transfer of Knowledge**

Compulsory component 1: Teacher training programme (preferably (parts of) the BKO (Basic Teaching Qualification)

Organised by: Institute and/or ICLON

Compulsory component 2: Preparation of scientific publications

Organised by: Graduate schools (at national level)

Compulsory component 3: Preparation of grant applications (not exclusively scientific)

Organised by: Workshops at the Faculty/University (or alternative options within the Institute)

**c) Organisation & Management**

Compulsory component 1: Organisation of scientific meetings (symposia, conferences, master classes, workshops, graduate seminars)

Organised by: The team of which the PhD candidate is a member, PhD candidate fundraising, Institute (graduate seminar)

Compulsory component 2: Management (budget management, big data, project-based organisation and leadership, etc.)

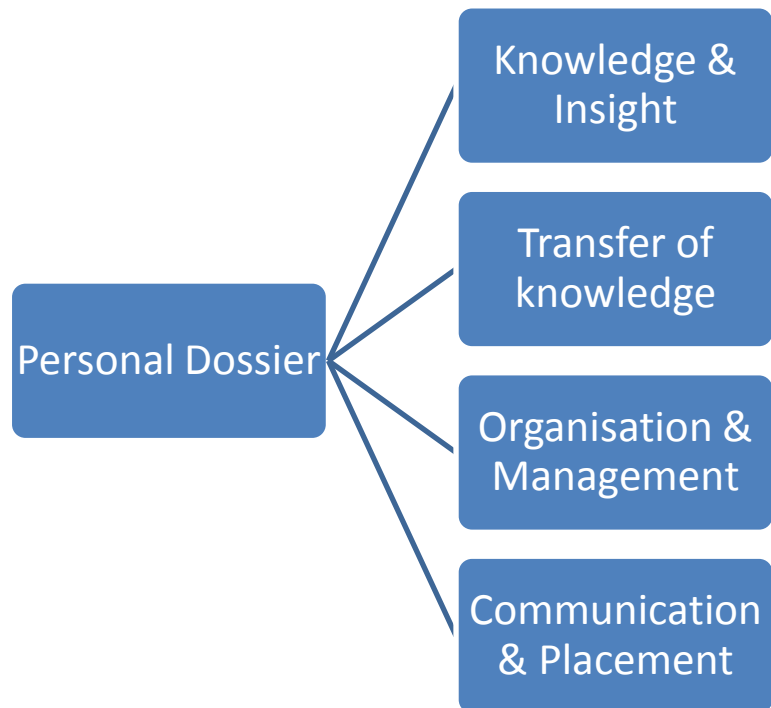
Organised by: (partially existent) workshops organised at university level

**d) Communication & Placement**

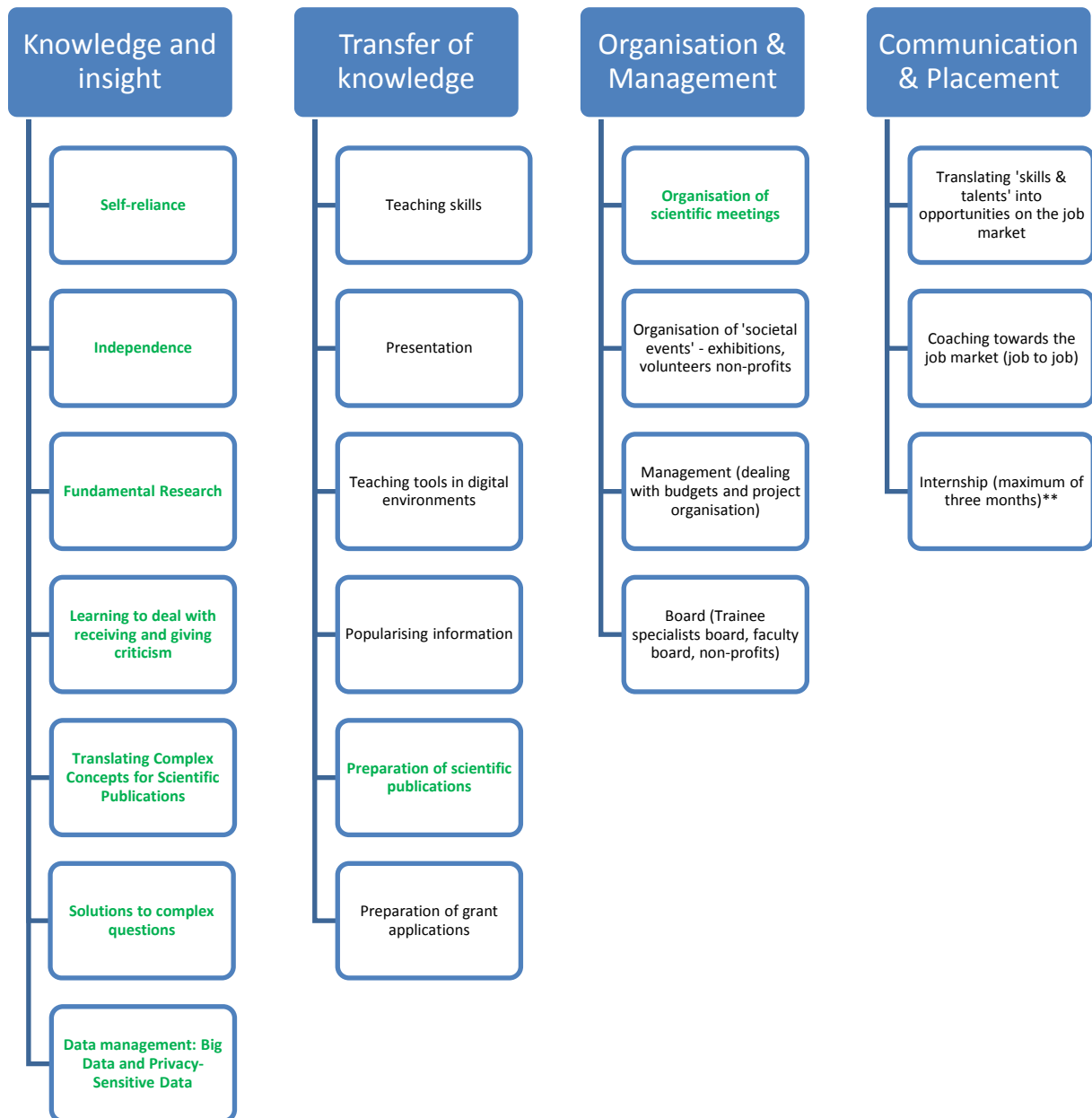
Compulsory component 1: Coaching with a view to the job market on the principle of 'from job to job'

Organised by: Career Centre and external parties

## Personal Dossier and Building-blocks



## The four building-blocks\*



\* The components in the blocks with green text are compulsory, the ones with black text are optional.

\*\* In certain cases the PhD candidates can do an internship. However, they must arrange this in consultation with the supervisors and the Institute.