# **Regular assessment report** **First assessment [ ] Second assessment [ ] Third assessment [ ]**

# **Student name:**

During your PhD programme, you are required to submit a minimum of three regular assessment reports which must be approved by your principal supervisor. At the Faculty of Health and Medical Sciences, University of Copenhagen, it is mandatory for the PhD student and the team of supervisors to discuss the progress, and we strongly recommend all supervisors and the external assessor (if appointed) to attend the assessment meetings. These meetings are an opportunity to formally discuss and reflect on your PhD project and for you to receive feedback from your supervisors.

**Some questions may not be relevant for every assessment, so you are welcome to mark them as 'not relevant'.**

Setting up meetings:

Both you and your principal supervisor are responsible for scheduling and completing the assessment meetings.

Required steps:

1. You send a project summary of 1-5 pages to your supervisors *at least one week before the assessment meeting.*
2. At the assessment meeting, you and your supervisors collaborate on completing the assessment report. The report serves as a tool to facilitate a constructive discussion. **We advise you to prefill the assessment report before the meeting to ensure a time effective meeting**.
3. After the meeting, you upload the completed report in your regular assessment e-form in PhD Planner.

The principal supervisor will assess your progress afterwards as satisfactory or unsatisfactory [in PhD Planner.](https://healthsciences.ku.dk/phd/phd-planner-support/)

External support: If you encounter issues requiring [external support,](https://healthsciences.ku.dk/phd/support-for-phd-students/) please check the [Graduate School's website](https://healthsciences.ku.dk/phd/support-for-phd-students/) for resources like the PhD coordinator, PhD counsellor, Named person, psychological counselling, conflict resolution, coaching and more.

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| Regular assessment |
| 1. Participants attending the assessment meeting The assessment meeting must include you and the principal supervisor.  If possible, all co-supervisors, the external assessors (if involved) and relevant researchers should also attend. Please provide their names and roles.  Insert names and roles: |
| 2. The project summary Insert the project summary below (1 - 5 pages) and send it to your supervisor group *at least one week before the assessment meeting*. The summary should cover background, hypothesis, project plan, results, deficiencies or bottlenecks, and any changes in project plans. After the meeting, please insert a concise description on the feedback you received about the project progression in the box below.  Please note that large and significant changes to the project description must be updated in your project plan. Please update the PhD Plan by submitting the e-form: [change in the PhD Plan](https://kuforms.ku.dk/xform/frontend/FormEngine/v2/ShowForm.aspx?alias=4%20Change%20of%20PhD%20plan&groupId=2&casefolderid=1&doctype=5&formid=1765). Read more on [how to change the PhD plan.](https://healthsciences.ku.dk/phd/supervision/new_project/)  Insert the project summary:  Insert summary on feedback from the supervisors on the project received during the meeting: |
| 3. Planning the Meetings and COLLABORATION BETWEEN YOU AND THE SUPERVISORS Supervision plays a crucial role in the PhD study. It is essential that the supervisor group assists you in understanding how to work academically within your field as well as how to manage research processes.  Please reflect on the following aspects:   * How well does your current meeting routine work for all parties involved? * Are both supervisors and you receiving sufficient and timely information about the project's progress? * Is there a need for changes in the feedback process, whether in written or oral form? * Identify and address any collaboration issues, whether within the group or with stakeholders relevant to the project.   Insert summary of the discussion about collaboration and supervision: 4. Work-LIFE balance Recognizing the importance of academic freedom and maintaining a healthy work-life balance, you should consider the following:   * Reflect on your overall work-life balance. * Assess whether your PhD study is progressing according to the set schedule. * Have you and your supervisor remembered to fill in the mandatory [alignment of expectations sheet](https://healthsciences.ku.dk/phd/apply/applying/expectation-alignment/)?   Insert summary of the discussion about work life-balance: |
| 5. Managing research data This section focuses on initiating a Data Management Plan (DMP) and implementing best practices for research data management within your PhD plan:   * Have you engaged in discussions regarding the Data Management Plan? * Are there any issues related to data management that needs attention? * Are you well-informed about the research data management requirements specific to your project? * Have you identified potential risks and challenges in managing your research data?   You can use the [DMP template](https://kunet.ku.dk/arbejdsomraader/forskning/data/datamanagementplaner/Sider/default.aspx) to design a good strategy for collecting, managing, and sharing your material and data.  Insert summary about Data Management Plan: |
| 6. Innovation Encourage innovation by considering the potential application of your research findings in various contexts:   * Assess the commercial exploitation potential of your findings. * Explore the usefulness of your research to non-profit organizations or society. * Consider how your work might be applied in other fields of research.   If you believe you have created an invention, follow legal requirements by completing an [Invention Disclosure Form (IDF)](https://kunet.ku.dk/work-areas/research/innovation_and_business/start-your-own-company/Pages/default.aspx) and submit it to the Tech Transfer Office ([techtrans@adm.ku.dk](mailto:techtrans@adm.ku.dk)).  Insert a summary about innovation: |
| 7. Courses While a detailed course plan is not necessary at the time of enrolment, you should collaborate with your principal supervisor to develop one with a minimum of 28 ECTS and a maximum of 35 ECTS credits required.  List completed and planned courses: |
| 8. Dissemination As part of the PhD program, you must gain experience in teaching activities and other forms of knowledge dissemination. Explore opportunities such as:   * Identifying conferences or events where you can present your research findings. * Consider relevant teaching activities. * Explore opportunities for supervising bachelor or master students. * Evaluate whether you need guidance to prepare for teaching.   The Graduate School recommends that you get [inspiration from the best practice scenarios and training opportunities](https://healthsciences.ku.dk/phd/supervision/knowledge-dissemination-and-work-obligations/Teaching_activities_for_PhD_students.pdf).  List possible teaching and knowledge dissemination activities: |
| 9. Change of research environment The PhD program prescribes participation in active research environments, including at least one month stay (preferably longer) mainly outside of Denmark at other institutions or with private research companies.  Start planning early, and during this process, you should consider:   * Which criteria are important when considering an external research stay in order to support your PhD project? * Who should initiate contact to potential researchers or institutions?   Consider a plan for the change of environment and list potential researcher or institutions: |
| 10. Writing Writing is a fundamental aspect of your work. It is advisable to initiate writing as early as possible. Typically, research protocols and applications take precedence in the initial stages, with manuscripts and the thesis following later. It is your responsibility to manage this process, but you can seek support from your supervisor group or other resource persons if needed.   * Have you started writing, or have you thought about beginning your writing process? * Explore how supervisors and others can contribute to your writing. * Determine whether you need support, such as scientific writing courses, to enhance your academic writing skills.   Outline the status of your writing (including protocols, manuscripts, and the thesis): |
| 11. AUTHORSHIP This section emphasizes the importance of correctly identifying co-authors and contributors to your work. For each publication, you should:   * Consider which authors to be included in accordance with the [Vancouver Recommendations](https://praksisudvalget.ku.dk/english/rules_guide/), and scientific practice within your field. * Consider whether there are other scholars who should be acknowledged in your work and remember to seek their permission before inclusion.   List working titles for manuscripts and suggestions of preliminary author list here (remember that this is an ongoing process which will evolve over time and should be adjusted continuously until the final publication of the manuscripts): |
| 12. Budget If your project requires additional external funding for items like salary, operational costs, or travel, the assessment meeting is a good opportunity to discuss the budgetary needs.  [Read more about other funding opportunities](https://healthsciences.ku.dk/phd/apply/financing-your-phd/other/). |
| 13. Thesis outline (mainly relevant for the third assessment) If applicable, provide a brief thesis outline in bullet points. For more information on thesis formalities, please refer to relevant [rules](https://healthsciences.ku.dk/phd/thesis-and-defence/thesis_formalities/).  List notes regarding thesis outline: |

Following the assessment meeting, please remember to upload the regular assessment report in the e-form in [PhD Planner](https://healthsciences.ku.dk/phd/phd-planner-support/).