

**PhD Progress & Consultation**

**Part 2: Consultation Form**

Dear PhD candidate and PhD counsellor,

The PhD Progress & Consultation is an opportunity to reflect and get a helicopter view on the PhD project. It consists of two parts. Part 1 is the Progress Report, for which the PhD candidate will discuss the progress of the PhD project with their supervisors and evaluate whether they are satisfied. Part 2 is the Consultation Form, for which the PhD candidate and supervisors will meet with the PhD counsellor (a professor or PI outside the research group) and get suggestions and advice on how to proceed with the PhD. During the Consultation, the PhD candidate and the PhD counsellor will also have a private moment to discuss confidential information, such as issues concerning supervision or personal problems. Together, the PhD candidate and the PhD counsellor decide whether mediation by the PhD counsellor may be of help.

Please follow the steps of the PhD Progress & Consultation that are described on our [website](https://www.amsterdamumc.org/en/education/phd-student/trajectory/phd-progress-consultation-amcuva.htm). The PhD counsellor fills in the current form and sends it to the PhD candidate (not to the supervisors). Next, the PhD candidate signs this form and sends it together with the Progress Report, as one PDF, to the Amsterdam UMC Doctoral School (doctoralschool@amsterdamumc.nl).

Kind regards,

Amsterdam UMC Doctoral School

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| **Name PhD candidate:** |  |
| **Name PhD counsellor:** |  |

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| **According to the PhD counsellor:**  | **Yes** | **No** |
| **Is the PhD candidate doing well?** *E.g. self-confidence, well-being, work-life balance?* |  |  |
| **Is the project on track?** *Do you expect the project to be finished within the available time?* |  |  |
| **Does the PhD candidate receive appropriate supervision?** *Does the supervision meet the expectations and arrangements?* |  |  |
| **Is there attention for the personal goals and needs of the PhD candidate?** *E.g. career development, work experience?* |  |  |
| **Can any important threats to the PhD Track be identified?***If yes, please specify below.* |  |  |
| **Do you see a reason to refer the PhD candidate to the PhD advisor of the Amsterdam UMC Doctoral School?\*** |  |  |

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| **Additional remarks or suggestions:**  |
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| **Date:**  |  | **Date:** |  |
| **Signature PhD counsellor** | **Signature PhD candidate** |
|  | [ ]  **Seen**[ ]  **Agreed** |  |

*\* The PhD candidate can always contact the PhD advisors of the Amsterdam UMC Doctoral School (**phdadvisor@amsterdamumc.nl**). In case the PhD counsellor needs advice on confidential issues that were discussed during the meeting, the director of the Amsterdam UMC Doctoral School may be contacted (**janine.stolwijk@amsterdamumc.nl**).*