

Form revised 2020-12-17

The annual evaluation of the Individual Study Plan for PhD students at the Department of Biochemistry and Biophysics

Every year no later than January 31, the PhD student and her/his supervisor shall submit the Annual Evaluation form on the following pages to the administration. This is needed as there is a requirement in the Higher Education Ordinance (*Högskoleförordningen*) for an annual follow-up of the Individual Study Plan.

Please use the form as a summary of a discussion about accomplishments and plans ahead that all PhD students should have with their supervisor every year. Every PhD student at DBB should submit this form, but if the first checkpoint meeting has happened during the last two months, the annual evaluation can be completed without a new meeting.

The form consists of two parts; the first is a rather straightforward form and should be filled out summarizing accomplishments and plans. If there are no accomplishments and/or no plans, please indicate the reason for this (e.g. sick/parental leave, leave of absence etc).

The second part is a result of the need to make sure that our PhD programs result in fulfilling the Learning Outcomes that are stated in the Higher Education Ordinance. The student and the supervisor should together reflect on which of these outcomes have been reached during the past year. Some examples:

1. The Research Plan that should be submitted after year one should be regarded as relating to the first outcome. Therefore “(Date) Research Plan submitted” should be written in the text box below the outcome text. But this can also be regarded to relate to the second outcome of *Competence and Skills*.
2. Participating in an International Congress with a poster relates to of Outcome 4 of *Competence and Skills*. That would also be the case of a publication. When you write in the textbox, you should begin with a Year, e.g. “2014 Participated in Conference on XYZ with a poster”. You should save the form, since your accomplishments are additive, that is next year the same text box will read: “2014 Participated in Conference on XYZ with a poster. 2015 Publication in Nature”.

When the thesis is defended all outcomes should have at least one item in the text box.

It should also be stressed that it is the joint responsibility of the PhD student and her/his supervisor to make sure that both parts of the evaluation are filled out properly and handed in to the secretariat before the end of January every year.

Incompletely filled out forms will be sent back to the student and supervisor for revision.

Department of Biochemistry and Biophysics