**EDCB annual meeting with the mentor (confidential)**

**Name of the PhD Student and sciper: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of enrolment : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**☐ 1st year** (after candidacy exam)

**☐ 2nd year**

**☐ 3rd year**

**☐ 4th year** (filed only if an extension is asked)

The role of the mentor is to provide the student with an external check at least once a year to ensure proper stages of development are being met, to help resolve any potential conflicts that may arise between the student and the thesis director(s), and to advise the student with career plans. The mentor and the student discuss the annual progress reports (or candidacy exam during the 1st year) and the progress assessment every year, but they could meet at any time if needed. This discussion is **always kept confidential**. The program director and other relevant persons might be informed in case serious conflicts arise in order to help the student to productively continue his/her PhD work.

Possible questions to guide the annual discussion with the mentor:

1. (For 1st year students) Are you ready/satisfied with the candidacy exam process?

2. Do you agree with the timeline and objectives discussed during the annual report meeting?

3. Do you feel that you are progressing well in your PhD? If not, why?

4. Is your overall progress properly assessed?

5. Are you getting enough advice, discussion, supervision from your thesis director?

6. Is the workload manageable and appropriate?

7. Are there any professional conflicts between you and your thesis director, or your co-workers?

 (e.g. authorship issues, too many side-projects, etc.)

8. Are there any personal conflicts between you and your thesis director, or your co-workers?

 (e.g.poor communication, some form of harassment)

9. Do you have the possibility to attend conferences, workshops, transferable skills courses?

10. Have you received information about career development and job market opportunities after PhD?

By completing and signing this form, the PhD Student and the mentor declare that they have discussed aspects of the PhD Student’s well-being for the PhD project and the lab, and when relevant, suggested ways to resolve issues before they become more serious. In the case of any serious problem, the mentor will provide information to the PhD Student on possible ways to treat and resolve the conflict as well as relevant persons (e.g., Program Director, EDOC deputy, Respect Unit, etc.) that the PhD Student can contact.

**☐** there are no significant issue for the successful completion of the PhD and the scientific development of the PhD Student.

**☐** specific problems emerged that will be confidentially discussed and brought to the attention of the Program Director and other competent bodies.

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|  | **PhD Student** | **Mentor** |
|  |  |  |
| **Date** |  |  |