

PhD student name:

PhD advisor:

Sciper:

Co-PhD advisor (if any):

Enrolment date :

**PhD advisor(s): Appendix A-Mentor: Appendix B-PhD Student: Appendix A and B (C -Optional confidential part – email edch@epfl.ch**

**List the current overall goals and specific aims of thesis**

**Write a few sentences describing which of your specific aims are completed, which are not, and whether there are unforeseen challenges**

**List Publications (Title/Authors; in preparation /submitted /accepted/published; short description of student's contribution if not first author)**

**Conference Proceedings (Title/Authors; submitted/accepted/published; indicate if poster or oral presentation)**

**Progress**

**Are there any problems that may hinder the success of the PhD project? If yes explain**

**Appendix A: to be filled out by the advisor(s) and PhD student separately before meeting, then discussed and signed by both a common final version. Note: the rationale for this is to ensure that the PhD student knows how the performing is seen overall, strengths and weaknesses towards completing a PhD, and what needs to be improved. It is also to ensure that career issues are discussed at least once per year PhD student and mentor.**

**\* to identify differences in how PhD student advisor considers the student’s progress, skills, & weaknesses.**

- \* to identify areas where the PhD student needs more input from the PhD advisor(s).
- \* to allow the PhD student to communicate to the PhD advisor(s) where more attention or help is needed.

**Please rank the PhD student in the following areas:**

|                               |          |
|-------------------------------|----------|
| Motivation                    | Comments |
| Work ethic /hardworking       | Comments |
| Initiative                    | Comments |
| Experimental skills           | Comments |
| Literature                    | Comments |
| Analytical abilities          | Comments |
| Experimental design           | Comments |
| Critical thinking             | Comments |
| Organization/lab notebook     | Comments |
| Time-lines:research/progress  | Comments |
| Responsability                | Comments |
| Participation in lab meetings | Comments |
| Presentation skills           | Comments |
| Scientific writing skills     | Comments |
| Ability to work in a team     | Comments |
| English level                 | Comments |

**PhD advisor (s) :** I discussed these with the student, and explained my expectations for improvement. I have also discussed a plan for timely publication of the results, as well as discussed action plans for improving any areas that are listed.

Signature PhD advisor

Signature co-PhD advisor (if any)

**PhD student:** Your PhD advisor(s), as your “coach” in many ways, is responsible for guiding you through your thesis research work and also helping you reach the mature scientific level of a PhD. The critical feedback of your advisor is invaluable not only to improve your progress towards a PhD, but also your continued success beyond this. Sign below when you have discussed these with your advisor, indicating that you understand the expectations for improvement in the areas identified in the list above, and have agreed on an action plan.

Signature PhD student

## **Appendix B: discussion between the mentor and PhD student, together.**

The job of the mentor is to provide the student with at least yearly contact with a mentor who is unaffiliated to the thesis work of the PhD student, and unaffiliated with the host laboratory. This is not to provide scientific advice, but instead to have an external 'check' on the PhD student to ensure proper stages of development are being met and to help resolve any potential conflicts that may arise between the PhD student and PhD advisor(s).

We expect the mentor and PhD student to meet at least once per year, and discuss briefly the overall well-being of the student. It is imperative that confidentiality is respected, and only if / until the PhD student specifically asks the mentor to discuss any potential problems with a third party (e.g., EDCH director) in case of any serious concerns. It is also important to differentiate between serious problems and minor complaints. While it's almost human nature to complain about one's boss, the point of the mentor-PhD student relationship is not necessarily that of a friend – instead it is a professional relationship where advice and guidance can be given, and also serves as a checkpoint for when serious issues do arise. Furthermore, minor conflicts are common in any workplace and often arise from differences in personality, work habits, work hours, inherent messiness/organization, priorities, etc. Therefore the student should not hash out things they don't like about their advisor to the mentor, but instead only discuss issues that have to do with hindering the progress of the PhD, or affecting the future career.

### **Potential questions for the mentor discussion:**

- Do you feel that you are progressing well in your PhD? If not, why not? Have you discussed with your advisor?
- Are there any professional conflicts between you and your advisor, or you and your co-workers? (these might include authorship issues, or doing too many side-projects that are tangential to the thesis, etc etc)
- How often do you meet with your advisor? Do you feel this is too little, too much, or just right?
- Do you have lab meetings and if so how often do you present your research?
- Does your advisor encourage you to attend scientific conferences on occasion?
- Do you feel that you can freely discuss problems with your advisor?

### **Mentor's signature**

### **PhD student's signature**

#### ***Mentor:***

I have discussed with the PhD student aspects of well-being in the PhD project, and when relevant, suggested ways to resolve issues before they become serious. In the case of any serious problems, I have or will transfer the problem to the relevant person (EDCH director), with the consent of the PhD student.

#### ***To the PhD student:***

Your PhD advisor(s), as your "coach" in many ways, is responsible for guiding you through your thesis research work, helping you reach the mature scientific level of a PhD. The critical feedback of your advisor is invaluable not only to improve your progress towards a PhD, but also your continued success beyond this. Sign means you have discussed these, indicating that you understand the expectations for improvement in the areas identified in the list above, and have agreed on an action plan and milestones/assessment mechanisms.