
Checklist for progress review

This checklist contains questions that should help students to independently assess his/her progress. It should also guide discussions with the supervisor and during TAC meetings, especially if the questions uncover potential problems.

The pre-requisite for some questions is a well-defined timeline, where experiments, goals and milestones are realistically planned. The timeline should be evaluated and revised by the student and supervisor regularly.

Project

- Do you think you have achieved your project-related goals (relate to a time period)?
- Were/are there any difficulties and problems in reaching these goals?
- If yes, how can these difficulties be addressed?
- How far along are you regarding the final goal?
 - Is the final goal still important? Or should it be changed (scooped, new goal, new idea, etc.)?
 - Is the time plan still realistic?
 - Is the approach still valid (or did something else/better come up)?
- Do you feel you have mastered the necessary technical skills for your project?
- Are you thorough and systematic in your experiments?
- Are you keeping intelligible and comprehensive records?
- Are you able to troubleshoot and propose solutions and/or alternatives?
- Do you have all the resources (technical, human, financial)?
- What needs to be revised and/or changed? How could one do it?

Science Communication

- Do you feel confident on how to deliver a scientific talk? To the lab? To the institute? At a conference?
- Do you feel confident about writing? A report? A paper? Your thesis?
- What needs to be done to improve your abilities and confidence regarding your communication skills?

Motivation/Independence

- Do you feel you are taking the initiative for your project?
- Are you sufficiently focused?
- Do you feel passionate and motivated?
- If not can you think what are the issues impairing your motivation?
- What could be done to improve your motivation/independence?

Supervision

- Do you feel you have adequate supervision and mentoring?
- Are you meeting regularly with your supervisor?

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- Do you discuss expectations? Are the expectations reasonable?
 - Is your supervisor accessible?
 - Are the interactions with your supervisor productive?
 - Does your supervisor provide (or support you in getting) the necessary resources and/or know-how for your project? (including funding)
 - How could the interactions with your supervisor be improved?

Lab

- Do you contribute positively to the lab atmosphere and to the group?
- Do you feel your lab/team offers a positive environment for scientific discussions?
- Do you feel your colleagues support each other scientifically?
- Do you find the lab activities productive and advantageous for your development?
- What could be improved?

Professional development

- Have you thought about how you want to develop professionally? What are your goals?
- Are you developing professional networks and contacts?
- Are you attending meetings?
- Is your supervisor supporting your professional development?
- What do you need to do to get there?

Critical Thinking and Scientific literacy

- Are you actively participating in the activities of the PhD Program and/or Institutes?
- Do you feel you are expanding your scientific literacy (reading and/or attending seminars)?
- Do you feel you can be critical about your own project and other projects in related topics (publications/seminars)?
- Do you find the scientific environment on campus fosters the advancement of your scientific literacy? If not, why not and what can be improved?

Also, reflect on Good Scientific Practices

- Are you aware of any misconduct or bad practice in your environment that should be addressed?