ETH zürich — Annual Status Conversation

Doctoral student:	Conversation date:	Supervisor:	Second advisor
Department:	Start of Doctorate:	Date of aptitude colloquium:	Expected date of thesis sub-mission

Tentative title of the doctoral thesis

The purpose of this document is to guide you through the annual status conversation. It consists of 2 separate parts.

In the first part, you will talk about the research project, its current status and next steps. It might be beneficial to include the second advisor. Basis for this part is the progress report.

The second part should be between the doctoral student and the doctoral thesis supervisor and/or further advisors if both parties agree. There you should give bi-directional feedback, talk about general working conditions and development potentialities.

Please also check whether your Department sets additional requirements and if a specific template is available. If this is the case, follow the indications of your Department.

The outline presented here is structured to meet the requirements of the Doctoral Ordinance (Art. 29) and the Rector's Implementation Provisions for the Ordinance on the Doctorate (Item 9.2).

Part 1 Research and Doctorate

Looking back — What are the recommendations/feedback about the latest progress on the research project (based on the progress report and/or the doctoral plan)? (add more pages, if needed)

Outlook — What are the next steps? If the doctoral thesis submission takes place within the next year, what are the final steps and the agreed procedure for thesis writing?

1.2 Doctoral studies

Status of regular doctoral studies
(Number of ECTS)

Status of extended doctoral studies
(if applicable)

Are there courses / workshops / conferences recommended to take or go to?

1.3 Teaching responsibilities and further tasks

Did the teaching responsibilities change since the agreement in the doctoral plan or the last status conversation? If yes, how? Do both sides agree to these changes?

Did further tasks change since the agreement in the doctoral plan or the last status conversation? If yes, how? Do both sides agree to these changes?

1.4 Assessment to part 1

Supervisor assessment

The doctoral thesis, including the doctoral studies, is on track.

The doctoral thesis, including the doctoral studies, is not completely on track and we defined the next steps today.

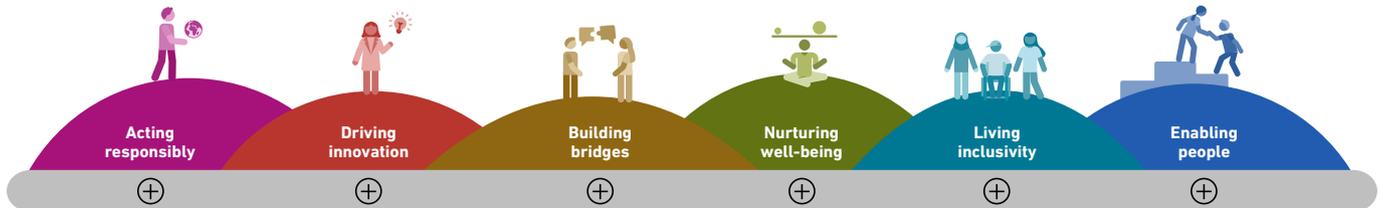**Doctoral student comments on supervisor assessment.**

In cases of unsatisfactory performance and/or behaviour, a personal improvement plan is highly recommended. The HR partner needs to be involved, if the doctoral student is employed at ETH Zurich.

Part 2 Appraisal, Career & Personal development

2.1 Personal development

Technical, methodological, personal and social competencies form the foundation of our success, as well as knowledge base.
The social and leadership competencies outlined by ETH provide guidance on this point.

| | Acting responsibly | Driving innovation | Building bridges | Nurturing well-being | Living inclusivity | Enabling people |

Click on the plus sign to see the indicators for each of the social and leadership competencies

Competencies development	What competencies are your strengths? Where is room for improvement and how can the supervisor provide support? Reflect on your knowledge-base, like subject knowledge, research methods, critical thinking and problem solving, as well as your personal effectiveness and working with others. Take into account the social and leadership competencies.

Further information on personal development can be found on Staffnet.

2.2 Future collaboration

Here, doctoral students can provide feedback to their supervisors.

What is appreciated about the collaboration? How could the collaboration be improved in the future? Reflect on the communication, the support and the general work environment

2.3 Career and personal development

Do you have plans for your next career steps, once the doctorate is finished?

Which competencies are needed or should be strengthened to be prepared for the next career step? Which courses or activities could help to build up those competencies?

2.4 Conclusion

We had a consens-oriented discussion.

Doctoral student

Supervisor

Additional remarks