Feedback form for doctoral committee meetings

The advisor is responsible for reporting back to the IRTG coordinator. This form is to be filled out by the doctoral committee (DC) members during the meeting with the student present.

Meeting information
Location: __________________________ date: __/__/20 Meeting number: 1 2 3 4 5
Present (name) __________________________ (student; Section __)
________________________ (advisor, DC member 1)
________________________ (DC member 2)
________________________ (DC member 3)

Progress of the PhD project during the last six months
- The minutes of the last meeting on __/__/20 have / have not (please delete) been accepted.
- Please rate the student’s current report or paper draft and give him/her feedback accordingly.
  □ insufficient □ acceptable □ good □ very good □ excellent
- Has the student’s project progressed as could be expected? □ yes □ no
If no, please briefly state (1) the cause and the estimated extend of any delay:
_________________________________________________________________________________
_________________________________________________________________________________
(2) what mitigation strategy is proposed:
_________________________________________________________________________________
_________________________________________________________________________________

Training needs
Does the student have any (further) training needs? □ yes □ no
(Please consider any academic, technical, language, social and transferable (“soft”) skills)
If yes, please specify: (1) type of training:
(2) where it could be obtained:
(3) when it is planned:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

International and networking activities
Please report any planned activities for the next 6 months:

<table>
<thead>
<tr>
<th>Activity</th>
<th>yes</th>
<th>no</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>International conference</td>
<td>☐</td>
<td>☐</td>
<td>(Conference title, location, date)</td>
</tr>
<tr>
<td>Propose IRTG invited speaker</td>
<td>☐</td>
<td>☐</td>
<td>(Name, affiliation, topic)</td>
</tr>
<tr>
<td>Advisor to propose candidate for TR32 fellowship</td>
<td>☐</td>
<td>☐</td>
<td>(Name, affiliation, research theme)</td>
</tr>
<tr>
<td>Stay abroad</td>
<td>☐</td>
<td>☐</td>
<td>(Institution, host name, period, duration)</td>
</tr>
</tbody>
</table>

For 2nd meeting (1st-year evaluation) only
Do the doctoral committee members think it is realistic for the student to pursue a PhD degree in the next two years? □ yes □ no
If no, what do you suggest?
_________________________________________________________________________________
_________________________________________________________________________________

Please send to the IRTG coordinator via mail (irtg@tr32.de) or at Nadine Heinrichs, Institute for Geophysics and Meteorology, University of Cologne, Albertus-Magnus-Platz, 50923 Cologne