INSTITUTE FOR LOGIC, LANGUAGE AND COMPUTATION

ILLA LC ANNUAL TALK FORM FOR PHD STUDENTS

Name of PhD student:

Name of main supervisor:

Name of second supervisor:

Name promotor:

Name of second promotor (if applicable):

Starting date:

Type of appointment:

[ ] FNWI
[ ] FGW
[ ] Self-financed/other

Duration of appointment (years, months):

Working title of thesis:

Date annual talk/assessment: after:

[ ] assessment 12 months
[ ] 2 years
[ ] 3 years

Please check the OBP (opleidings- en begeleidingsplan, the official education and supervision plan) and, if present, the report of the previous annual talk. Also check the ILLC PhD Programme webpage.

Answers to the questions should focus on evaluating the progress of the PhD candidate. Concrete results like publications, abstracts of talks, information about courses given or received, etc. may be added in a separate appendix.

0. SPECIAL CIRCUMSTANCES

Are there any special circumstances (illness, overload of teaching duties, special agreements, pregnancy, etc.) that might have had a substantial influence on your performance in the past year, or that will substantially influence your plans for the next year?
1. SUPERVISION

   Evaluation

1a. Frequency and the ways of communication

1b. Is supervision to mutual satisfaction?

1c. Role of promotor (if different from supervisors):

1d. Current state of:
   - Exemption procedure for foreign Master degree holders (should be started as soon as possible).
   - Admission request (should be started as soon as the promotor is determined, but at the latest in the third year)
   - Composition of the committee (applicable for final year only)

1e. Travel budget arrangements.

   Planning

1f. Indicate plans with regards to 1a-e, i.e. on items dealing with the supervision meetings, the role of the promotor, official UvA forms (exemption request etc.) and the budget.

2. RESEARCH

   Evaluation

2a. Are the results satisfactory? Why (not)? For the assessment at 12 months, the results of the scientific report (draft paper or pilot study) can be discussed here.

2b. Publications (list the number of publications and give detailed references or refer to an added appendix).

2c. Evaluation of Academic writing. Comment on the academic writing skills of the candidate (on the basis of the scientific report or any publications written by the candidate).

2d. Evaluation of the publication submitting process.

2e. Talks (list the number of talks, occasions).

2f. Evaluation of the presentations. Comment on the presentation skills of the candidate (on the basis of talks listed in 2e).

2g. Research visits abroad.

2h. Timeline (is the research on schedule?)

   Planning for the next year

2i. Indicate the plans with regard to topics 2a-d. Comment in particular on the publication plan for the next year and the plan to guarantee that the candidate can train his/her Academic Writing Skills.
2j. Indicate the plans with regard to topics 2e-f. Comment in particular on the plan to guarantee the candidate can train his/her Presentation Skills.

2k. Indicate the plan with regard to topic 2g, i.e. research visits abroad.

2l. Indicate the plan with regard to topic 2h, i.e. the timeline of the PhD track

2m. Graduation timeline (applicable for final year only).

2n. Update the OBP if changes have been agreed, and attach it to the report of this annual talk.

3. TEACHING

   Evaluation

3a. Service provided (teaching assistance for courses, student projects, and student supervision). Please indicate the percentage of time spent on teaching (based on a 38 hrs work week).

3b. Teaching evaluations received.

   Planning for the next year

3c. Future service (in coordination with PhD Council).

3d. Update the OBP if changes have been agreed, and attach it to the report of this annual talk.

4. EDUCATION

   Evaluation

4a. Scientific courses taken.

4b. Summer schools attended.

4c. Non-scientific courses taken.

4d. Is the PhD candidate on schedule with respect to the items 4a-c, as described in the current OBP plan? If not, then give a clear reason.

4e. For the 12 month evaluation only: did the candidate attend the LoLaCo Course, if not then indicate why.

   Planning for the next year

1 Note that regular 4-year PhD students are required to spend 20% of their total time on teaching and organisational duties. For details see the ILLC PhD Programme Website
4f. Indicate plans with regards to 4a, i.e. scientific courses

4g. Indicate plans with regards to 4b, i.e. summer schools

4h. Indicate plans with regards to 4c, i.e. non-scientific courses

4i. Are any courses necessary to cover possible deficiencies that came up in questions 2 (research). If so list the items here and update the OBP.

4j. Are any courses necessary to cover possible deficiencies that came up in questions 3 (teaching). If so list the items here and update the OBP.

5. ORGANISATION AND ADMINISTRATION
   
   Evaluation
   
   5a. Candidate’s professional webpage (fill in http://...).

   5b. Relation with ILLC colleagues; networking.

   5c. Refereeing activities.

   5d. Workshop organisation.

   5e. Other community service (e.g., ILLC Magazine, PhD Council).

   Planning for the next year

   5f. Indicate plans with regard to topics 5b-e, i.e. items that deal with networking, refereeing, organization and community service:

   5g. Career prospects, project proposals, job applications. (Are any further courses necessary on the topic of academic career development and career perspective? If so list the items here and update the OBP.)

6. OTHER REMARKS

Use this space to include any issues not covered by the questions above.

7. APPENDICES

Concrete results like the scientific report, full text of publications, abstracts of talks, information about courses given or received, etc. may be listed as a separate appendix.

8. SIGNATURES

Date:
PhD student:

Date:
First Supervisor:

Date:
Second Supervisor:

Date:
Director PhD Programme: Date:
Scientific Director:

for Faculty of Science or Faculty of Humanities:
(indicate relevant faculty)

9. ASSESSMENT

In case this annual talk serves as an assessment, the supervisor needs to decide on continuation of the temporary appointment. Please indicate here whether the temporary appointment can be continued:

[ ] Yes
[ ] No. Please indicate why not:

Date:
Supervisor:

Date:
Director PhD Programme: Date:
Scientific Director: