A progress meeting is a meeting concerning if a person fits within his/her research unit. This meeting is not evaluative; its aim is to exchange expectations of the supervisor and the doc/postdoc concerning the work and the working of the doc/postdoc. The meeting is not meant to address serious problems between both; if this is the case, the doc/postdoc is advised to contact his/her faculty’s ombuds person.

It is a meeting between the supervisor and doc/postdoc. Logically, the supervisor is the doc/postdoc’s promoter, but depending on the particular situation of the research unit or department, another person within the departmental hierarchy can be appointed.

A frequency of once a year is strongly advised. The best timing for the progress meetings can best be determined internally, within the research unit or department. In particular for PhD students, we recommend the following two moments during the PhD to combine with a progress meeting:

- 21 months after the start of the PhD: at this moment ADS also requests a written report and together with this technical-scientific evaluation you can have a progress meeting;
- at the end of the PhD.

No official report is required. However, the HR department of the university strongly advises the use of a short report as a means of preparing the meeting beforehand and following up afterwards. For this purpose, they have made available a uniform model report.

More background information can be found on the intranet. The keyword is “Progress meeting”. Enclosed you can find a list with possible topics (based on the structure of the model report of the HR department) and more specific questions concerning AAP/BAP members.

Previous versions:
- 21/04/2009
- 02/05/2011
Guidelines for progress meetings
AAP/BAP

→ Professional growth and development

- **general:** What expectations are there about training, both soft skills and professional skills? What responsibilities/tasks can contribute to the growth of the employee?

- **specifically for AAP/BAP:** Relevant subjects on area of …
  - research: knowledge (courses, seminars), experimental skills, contacts with other researchers / research groups
  - education: didactical training, possibility for variation
  - soft skills: experience on the area of communication / presentation / organization, courses (vb. from staff service and Arenberg Doctoral school)
  - other: e.g. language program (Academic English), course hardware / software / Toledo

→ Cooperation, division of tasks, workplace, …

- **general:** How is the cooperation with other colleagues or teams? How is the workload? What resources are lacking to be able to carry out the work in time and correctly? Is the workplace sufficiently equipped to fulfill your work optimally?

- **specifically for AAP/BAP:** Is the division of the responsibilities and tasks fair? Are the physical surroundings (e.g. office, lab, workshop, …) in good condition? Is there sufficiently material support and support from the technical staff?

→ Support from your supervisor

- **general:** Is there sufficient discussion? Is there sufficient support - freedom? Are the objectives sufficiently clear? What is expected from the supervisor?

- **specifically for AAP/BAP:** Are there sufficient contact moments? Is any information (reading, deadlines, contacts, …) well passed on correctly? Is there sufficient feedback related to the work carried out?
→ Ambitions

- **general**: How do you see your further career on a short and medium period? How do you expect to reach this? What support can you expect to reach this?

- **specifically for AAP/BAP**: What after the research project? What are the possibilities concerning academic positions within and outside the KU Leuven and what are the formalities which coincide with that? What are the possibilities in and the contacts with the industry?

→ Projects / teams: role & contribution of the employee

- **general**: In which projects is the employee involved? (= e.g. also didactical tasks for doctoral students). What initiatives were taken? Are the responsibilities clear?

- **specifically for AAP/BAP**: How is the relation between research, education and service? Is there a good timing and spacing of the tasks? Is feedback given regularly?

→ Focus points related to result areas/objectives?

- **general**: How do the projects progress? Are the objectives sufficiently clear? Do they prove to be feasible? What difficulties do you meet when accomplishing the function/result areas?

- **specifically for AAP/BAP**: Are there bottlenecks at the implementation of experiments? What are the possibilities for attending / contributing to congresses and seminars? What are the possibilities for publishing results?

→ Remarks / conclusions / if applicable things to communicate or follow up