

Guidelines Mentoring Committees CARIM

Composition of the committee

The **supervisors** of the PhD candidate approach potential members of the mentoring committee at the start of the PhD trajectory. To guarantee independence, the members of the committee are not directly involved in the research project of the PhD candidate. The committee is composed of three members.

- The chairman of the committee has to be a CARIM professor.
- One is allowed to appoint one of the three members from outside CARIM (either from within, or outside AzM/Maastricht University).
- One is encouraged to also include a younger CARIM Staff member as part of the committee. This will enable him/her to get experienced with the guiding and monitoring of PhD candidates from another perspective.

Names and affiliation of the final members of the committee are added to TRACK by the supervisor (*lists>name PhD candidate>mentoring committee*). The Personal Research Plan (PRP) of the PhD candidate will be sent to the members of the committee.

Annual meetings with the PhD candidate

The mentoring committee will meet with the PhD candidate and supervisors at the end of the 1st, 2nd, 3th and 4th year of the PhD trajectory. The **PhD candidate** takes the initiative in planning the annual meetings with the mentoring committee.

The committee evaluates and comments on the progress of the research and the development of the PhD candidate as independent researcher. Thereto, the candidate writes a progress report (for details see the PRP form), forwards this to the mentoring committee beforehand, and gives an oral presentation at the annual meeting with the committee.

The mentoring committee briefly reports on the annual evaluation in writing, paying special attention to:

- Progress: is project still on schedule or is there any delay? In case of delay, how many months, and what measures are taken to catch up?
- Are goals and timeline of project (still) realistic?
- Have suggestions been made to adjust the direction of the research and if so, which?
- Is education on track?

The chairman of the committee sends the evaluation report to the supervisors, PhD candidate and the PhD coordinator. The PhD candidate will upload the report in TRACK (*documents>first year assessment and annual appraisal*).

In case the report makes note of insufficient progress or other problems, this may form the basis of a meeting between the candidate, the supervisors and the PhD coordinator.

Ideally, the members of the mentoring committee will become members of the thesis assessment committee that decides on the approval of the thesis manuscript eventually.