PhD Progress Report 2016

Annual progress report for PhD-candidates at Faculty of Information Technology and Electrical Engineering.

The Faculty is in a continuous process of improving our facilitation of the PhD program. The annual reporting is partly a self-assessment by the candidate, the supervisor's observations of the candidate's progress and if necessary on how this can be improved, and partly a measure to collect related experiences and to make general improvements for all.

It is mandatory for all PhD candidates to complete the annual report concerning their progress in the studies. Most questions are multiple choice. Some questions are answered by default values. And a few questions may only be relevant for some of you, based on the answers given in the form.

Aggregated data from the reports will be followed-up by the Faculty's Research and Researchers Commitee. Any individual support will be followed-up by the Department. In the last part of the reporting, each of you may request individual (confidential) counseling.

A preview of the report for 2016 is available here.

There are 37 questions in this survey

PhD Candidate

1 PhD Candidate's name: *

Please write your answer(s) here:

Given name:
Surname:
Department:

2 E-mail: *

Please write your answer here:
**About the Supervisor**

Supervisors name, department/unit and email address.

### 3 Name of main supervisor: *

Please write your answer(s) here:

- **Given name:**
- **Surname:**
- **Department / Unit:**

### 4 How many supervisors are appointed related to your PhD thesis? *

Please choose **only one** of the following:

- ☐ 1
- ☐ 2
- ☐ 3 or more

Include both main supervisor and co-advisors.
Professional Assessment

5 Is the collaboration with the main supervisor satisfactory? *
Please choose only one of the following:
- Yes
- No

6 How often do you have academic discussions with your supervisor? *
Please choose only one of the following:
- Weekly
- Monthly
- Regularly, but less than every month
- Rarely, but every semester
- Have not had any contact in the past semester
- Implement administrative procedure!

NB! By selecting "Implement administrative procedures" the faculty administration will take the initiative to clarify your status regarding the PhD-study. You will be given the opportunity to add comments before the report is completed.
Academic training

7 Have you participated in the Faculty’s PhD Introduction seminar? *

Only answer this question if the following conditions are met:
Answer was NOT ‘Implement administrative procedure’ at question ‘6 [p12]’ (How often do you have academic discussions with your supervisor? )

Please choose only one of the following:
- Yes
- No

8 Is your research plan approved? *

Only answer this question if the following conditions are met:
Answer was NOT ‘Implement administrative procedure’ at question ‘6 [p12]’ (How often do you have academic discussions with your supervisor? )

Please choose only one of the following:
- Yes
- No

9 When was your research plan last revised? *

Only answer this question if the following conditions are met:
Answer was NOT ‘Implement administrative procedure’ at question ‘6 [p12]’ (How often do you have academic discussions with your supervisor? )

Please choose the appropriate response for each item:

<table>
<thead>
<tr>
<th>Within the last</th>
<th>3 months</th>
<th>6 months</th>
<th>12 months</th>
<th>Not revised</th>
<th>Not relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

10 Have you passed all planned courses, mandatory and elective courses? *

Only answer this question if the following conditions are met:
Answer was NOT ‘Implement administrative procedure’ at question ‘6 [p12]’ (How often do you have academic discussions with your supervisor? )

Please choose only one of the following:
- Yes
- No

Specify courses that have been planned, but not complete in question 11.
11 If nonconformance in academic training, please describe why:

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please write your answer here:

12 Have you had any formal leave of absence in the past calendar year? *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please choose only one of the following:

☐ Yes
☐ No

For your information:

Leave of absence (both from the PhD-position and the PhD-study) shall be notified to the Faculty.

Formal leave of absence is not considered a delay beyond the nominal time, e.g. military/civil service, maternity/paternity leave, child/spousal/parental care leave, sick leave, leave from your fellowship position to assume another position temporarily.
13 How do you assess the coursework part (mandatory and elective PhD courses) of the doctoral programme you attend? *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please choose the appropriate response for each item:

<table>
<thead>
<tr>
<th></th>
<th>Strongly agree</th>
<th>Partly agree</th>
<th>Neither agree nor disagree</th>
<th>Partly disagree</th>
<th>Strongly disagree</th>
<th>Non relevance/too early to tell</th>
</tr>
</thead>
<tbody>
<tr>
<td>The quality of the PhD courses offered is high</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>The PhD courses are relevant for my thesis</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>The coursework gives me broader competence</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
### Academic Assessment

**14 In the guidance received in the past year, to what extent have you been discussing... * **

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question '6 [p12]' (How often do you have academic discussions with your supervisor?)

Please choose the appropriate response for each item:

<table>
<thead>
<tr>
<th>Item</th>
<th>1: not discussed</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5: very thorough</th>
<th>Not relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direction and content of the research work</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Promotion of early and frequent (if relevant) publication</td>
<td></td>
<td></td>
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<tr>
<td>Promotion of early and frequent (if relevant) participation in</td>
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<td></td>
</tr>
<tr>
<td>conferences</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Introduction to international research partners</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discussions of choice of method and approach</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reviewing industrial and social implications of the research work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exercising research with professional and ethical integrity</td>
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<td></td>
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</tr>
</tbody>
</table>

Grade your answer on the scale from 1(not discussed) to 5 (very thorough).

### 15 Have you had a midway evaluation? *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question '6 [p12]' (How often do you have academic discussions with your supervisor?)

Please choose only one of the following:

- Yes
- No

The midway evaluation is arranged for and established at all departments.
16 Do you have comments to your scientific cooperation related to the supervision?

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question 6 [p12]' (How often do you have academic discussions with your supervisor?)

Please write your answer here:

E.g. mention 2 things you think gives you a very good benefit in context with the supervision, and 2 things that for your part will contribute to an improved academic progress.
Progress, publication and ethics in research

17 Progress report, self-assessment related to your research plan, research activity and list of publications: *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please write your answer here:

Briefly assess your own progress in relation to the research plan, progress in research activity and publication. Publications i.e. relevant scientific contributions, e.g. proceedings (conference papers) or scientific articles in Journals.

NB! If a complete list of publications are registered in Cristin (Current Research Information System In Norway) check the box below. It is then not required to include the list of publications in this progress report.

18 Is your registration in Cristin a complete list of your scientific publications? *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please choose only one of the following:

- Yes
- No

Cristin (Current Research Information System in Norway)

19 How many scientific papers have you registered in Cristin since the start of your research education?

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please write your answer here:

Number of relevant scientific papers relates to the total period of your research education.
20 Have you written any scientific papers for publishing in 2016?

* Only answer this question if the following conditions are met:
Answer was NOT ‘Implement administrative procedure’ at question ‘6 [p12]’ (How often do you have academic discussions with your supervisor?)

Please choose only one of the following:

☐ Yes
☐ No

Publications i.e. relevant scientific contributions, e.g. proceedings (conference papers) or scientific articles in Journals.
21 Have ethical challenges arised, or do you find it likely that such challenges may arise related to your research? *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please choose only one of the following:

- Yes
- No

Research projects and PhD theses are to be conducted according to the same ethical standards that would apply for professional / senior researchers in the field, e.g. special topics, personal data, use of confidential information etc.

Have you experienced unethical conduct: plagiarism; unfair/unacknowledged assistance; multiple submission / dishonest reuse of own material; fabrication; unauthorized collection and disclosure; research with harmful effects; incorrect co-authorship; corruption?

If you are in doubt, please contact your supervisor or the Faculty.

For your information: Information on research ethics in general can be found at the ethics-portal

22 Briefly describe the ethical challenges:

Only answer this question if the following conditions are met:
Answer was 'Yes' at question '21 [p19]' (Have ethical challenges arised, or do you find it likely that such challenges may arise related to your research? ) and Answer was NOT 'Implement administrative procedure!' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please write your answer here:
Assessment

23 Please respond to the following statements regarding your doctoral/fellowship period to date?

So far, I have ... *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question 6 [p12]' (How often do you have academic discussions with your supervisor?)

Please choose the appropriate response for each item:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly agree</th>
<th>Partly agree</th>
<th>Neither agree nor disagree</th>
<th>Partly disagree</th>
<th>Strongly disagree</th>
<th>Non relevance/too early to tell</th>
</tr>
</thead>
<tbody>
<tr>
<td>had a thorough theoretical training</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>had a thorough methodological training</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>received training in handling complex problems</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>gained experience in writing scientific articles</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>received training in systematic/analytical training</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>
24 Please respond to the following statements regarding your doctoral/fellowship period to date?

So far, I have... *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure' at question 6 [p12] (How often do you have academic discussions with your supervisor?)

Please choose the appropriate response for each item:

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly agree</th>
<th>Partly agree</th>
<th>Neither agree nor disagree</th>
<th>Partly disagree</th>
<th>Strongly disagree</th>
<th>Non relevance/too early to tell</th>
</tr>
</thead>
<tbody>
<tr>
<td>gained experience with collaboration in a research group</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>participated in professional networks in Norway</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>participated in professional networks abroad</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Participated in research projects with other researchers/senior researchers</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>participated in national research conferences</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>participated in international research conferences</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>gained experience in cooperating with industry</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>
25 How do you evaluate your own participation in the internal academic environment? *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question 6 [p12]' (How often do you have academic discussions with your supervisor?)

Please choose the appropriate response for each item:

<table>
<thead>
<tr>
<th>Activity in your professional environment?</th>
<th>1: No activity</th>
<th>2:</th>
<th>3: &quot;norm&quot;</th>
<th>4:</th>
<th>5: High activity</th>
<th>Not relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in colloquia and discussion forums in the field (&quot;norm&quot;=3, typically every second week)?</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>Presentation of your work with rounds of questions and critical discussion (&quot;norm&quot;=3, typically each semester)?</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
</tr>
</tbody>
</table>

26 Have you during the PhD-study stayed at a university abroad? *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question 6 [p12]' (How often do you have academic discussions with your supervisor?)

Please choose only one of the following:

- Yes
- No

27 How many months have you stayed abroad?

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question 6 [p12]' (How often do you have academic discussions with your supervisor?) and Answer was 'Yes' at question 26 [P22b] (Have you during the PhD-study stayed at a university abroad?)

Please write your answer here:

If you are staying abroad, please indicate the complete number of months of your stay.
28 Have you planned for a stay abroad? *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question 6 [p12] (How often do you have academic discussions with your supervisor? ) and Answer was 'No' at question 26 [P22b] (Have you during the PhD-study stayed at a university abroad?)

Please choose only one of the following:

- Yes
- No

29 Is the organization of the stay discussed with the supervisor (and if relevant with the department)? *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question 6 [p12] (How often do you have academic discussions with your supervisor? ) and Answer was 'Yes' at question 28 [p22b_n] (Have you planned for a stay abroad?)

Please choose only one of the following:

- Yes
- No
Completion

30 PhD candidate's starting date:

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please enter a date:

Date is set by default according to registration in FS (current student database).

31 Expected date for completion:

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please enter a date:

Date is set by default according to contract and delays (leaves) registered in FS (student database).

All candidates shall apply for prolongation for the right to study after the end of their funding. If applying for a prolongation for more than 3 months a progress plan need to be approved by your principal supervisor and the faculty.

32 In your opinion what is the most realistic date for nomination of your thesis? *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please enter a date:

Enter a date (dd.mm.yyyy) for when the nomination of thesis to the Department may be sent.

For your information:

Nomination is made at least 3 months prior to the defence. The doctoral candidate must submit an application to the Department to have his/her thesis examined. Nomination should be made in cooperation with your supervisor. If approved the Department sends the application form, with accompanying letter, to the faculty including suggestions for members in the examining committee.
33 Do you assume that you will be able to complete the doctoral degree with the original financing plan? *

Only answer this question if the following conditions are met:
Answer was NOT 'Implement administrative procedure!' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please choose only one of the following:

☐ Yes
☐ No

34 Do you have funding for the completion of the doctoral degree? *

Only answer this question if the following conditions are met:
Answer was 'No' at question '33 [p26]' (Do you assume that you will be able to complete the doctoral degree with the original financing plan?) and Answer was NOT 'Implement administrative procedure!' at question '6 [p12]' (How often do you have academic discussions with your supervisor? )

Please choose only one of the following:

☐ Yes
☐ No
35 Do you work full-time with your PhD? *

Only answer this question if the following conditions are met: Answer was NOT 'Implement administrative procedure!' at question 6 [p12]' (How often do you have academic discussions with your supervisor? )

Please choose only one of the following:

- Yes
- No

36 Final remarks: - Is there anything else you would like to report?

Please write your answer here:

Share your good or less good experiences related to the research education.

Those who have checked for "implement administrative procedures" in question 6, please describe briefly your status regarding the research education.

37 Do you want the faculty to set up a separate meeting concerning your PhD-study? *

Please choose only one of the following:

- Yes
- No

The Faculty administration will contact you for an initial meeting.
Thank you for your sharing of experience.

The progress report will be followed-up by the Department and Faculty's Research and Researchers Committee.

Best regards,

Bjarne E. Helvik
Vice-Dean on Research

Submit your survey.
Thank you for completing this survey.