

9-months evaluation of PD-candidates Arts and Creative, second cohort

General Procedure

The go/no-go assessment takes place after 12 months (or the part-time equivalent). In month 9 (or its part-time equivalent) an evaluation takes place in view of the go/no-go assessment so that the candidate has time to make improvements, if necessary. ***The supervision committee is the decisive power here, and gets advice from the graduate committee***

The evaluation is based on

- A report of the candidate to the committee in which activities and outcomes are compared to the research proposal, the Training and Supervision plan and the learning goals (see form below), *please note that the candidate can choose their own medium or format to report progress, in consultation and agreement with their supervisors*
- the individual written reflections of supervisors (100 to 400 words pp)
- a full committee meeting about the candidate's report

The first supervisor writes down the outcomes of the committee meeting in a short written summary that will be shared with the candidate, the other supervisors and the graduate committee.

Please note that ALL parts of the form need to be filled in, to ensure a fair and equal process among schools and candidates.

Steps to take

Month	Week	Supervisor(s)	Candidate
8	1	First supervisor asks candidate to prepare progress report on the basis of the form	Has three weeks to make the report
	2	Forwards report to other supervisors	Hand in report
	<i>Please note that 'report' has an inclusive meaning: the candidate can choose their own medium or format to show progress, in consultation and agreement with their supervisors.</i>		
9	1	Each supervisor writes an individual evaluation of between 100 and 400 words	
	2	Supervising committee discusses progress and their evaluations in a joint meeting and decides on the advice that the candidate gets	
	3	Give, in a written advice, concrete suggestions that would improve the work of the candidate and discuss those in a personal meeting with the candidate. Sent progress of the candidate and comments of the supervision committee to GC for advice.	Discuss outcome of 9 month progress with supervisors
<i>Improvements (if necessary)</i>			
10-11		Provide guidance	Work on improvements

12	1-2	Ask for adjusted progress report		Make adjusted report
	3	Forwards report to other supervisors		
		Each supervisor writes an adjusted individual evaluation of between 100 and 400 words		
	4	Communicate outcomes to candidate		Discuss outcome of final go/no-go decision with the committee
		Go	No - go	
		Inform HR of the school of the decision. Sent report to GC - adjusted candidate report - adjusted supervisor evaluations - adjusted summary of joint assessment meeting	Engage school HR to terminate contract	

9 months form for PD candidate Arts and Creative

Name candidate	
School	
Starting date	
% fte	
First supervisor	
Second supervisor	
Professional supervisor	
Professional supervisor	

Documents received	Date received
Candidate report	
Advice first supervisor	
Advice second supervisor	
Advice professional supervisor	
Advice professional supervisor	

Evaluation

1. Comparison to the time schedule and milestones laid down in the Research Plan

Proposed in the research plan	Achieved or adjusted

2. Agreements about assessment that the candidate and the supervisory committee have made in the Training and Supervision Plan

Proposed in the T&S Plan	Achieved or adjusted

3. Supervision meetings

This is especially relevant material for understanding at the level of the pilot as whole, what the various practices of supervision are.

With whom	When (date) and why (topic of discussion)

- 4. Reflection on the work of the candidate in comparison to the learning goals of the PD (see appendix for detail), based on the four individual reports (of max 1 A4).**

Please note that the first four learning goals correspond with the four roles of researcher, innovator, professional and change-agent

Doing artistic and/or design research	
Co-Creating innovations	
Acting in a professional manner	
Enabling change	
Proficiency in a diversity of forms of dissemination and communication	

- 5. A short summary of the outcomes of the committee meeting, written by the first supervisor**

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- 6. Final assessment, go or no-go**

Date

Signatures of supervisors