**Supervision and Training Plan**

**for PhD candidates and postdocs (trainees) employed   
at the Institute of Thermomechanics of the CAS (IT CAS)**

**Purpose:** This form is to be filled and signed at the beginning of the PhD or postdoctoral research project to monitor/act upon the PhD/postdoc trainee progress. It should be updated annually by mutual agreement between the trainee and the supervisor.

**Trainee information**

|  |  |
| --- | --- |
| Name of the trainee |  |
| Department at IT CAS |  |
| Type of trainee | *PhD candidate / postdoc* |

**Project/topic information**

|  |  |  |  |
| --- | --- | --- | --- |
| Tentative project title |  | | |
| Primary funding source | Institutional / Project / Other (specify, e.g. by providing project name, number, and duration) | | |
| University / Faculty / Study programme\* |  | | |
| Start date | month/year | Expected graduation date\* | month/year |

*\*Only for PhD candidates*

**Supervision**

|  |  |
| --- | --- |
| 1st (immediate) supervisor at IT CAS |  |
| Department |  |
| 1st supervisor at university + affiliation\* |  |
| Other supervisors/consultants + affiliations |  |
| Min. frequency of meetings with 1st supervisor at IT CAS |  |

*\*Only for PhD candidates*

**Annex no. \_\_\_\_**

**Annual Supervision and Training Plan**

**for a PhD candidate/postdoc (trainee)**

**Time period/Year: \_\_\_\_\_\_\_\_\_\_**

**I. Work packages** (add rows as necessary)

|  |  |  |
| --- | --- | --- |
| Work package/activity | Time period | Supervisor/consultant (leave blank if no supervision necessary) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Examples of work package/activity:*

* *Measuring sound transmission through 3D-printed materials using piezo-transducers*
* *Signal analysis using numerical software*
* *Preparing presentation / poster / conference participation*
* *Writing research paper / PhD thesis*

**II. Research plan**

|  |
| --- |
|  |

**III. Milestones** (add rows as necessary)

|  |  |  |
| --- | --- | --- |
| Milestone | Scheduled deadline | Adapted deadline |
|  |  |  |
|  |  |  |
|  |  |  |

*Examples: Submission of a journal publication (quantity and journal ranking), completion of an experimental setup etc.*

**IV. Training Plan, Access to Facilities and Education**

|  |
| --- |
| The trainee is expected to be provided with training in the following skills: |
| Planned research stays abroad\* (institution, duration, scope): |
| The trainee will be provided with an access to the following experimental / computing facilities: |
| Other (e.g. language courses, soft-skill trainings, presentation rehearsals, academic writing, technical writing (e.g LaTex): |

**V. Comments / Attachments (if applicable):**

*Other agreements on the supervision organization, list all known attachments to the trainee file*

**VI. Signatures**

Trainee: …………………………… ………..………………………..

date signature

Supervisor: …………………………… ………..………………………..

date signature

Head of Department: …………………………… ………..………………………..

date signature

**Annex no. \_\_\_\_**

**Annual Assessment Report for a PhD candidate**

**Time period/Year: \_\_\_\_\_\_\_\_\_\_**

*Fill this form periodically after each academic year. Enclose this report with the PhD candidate Supervision and Training file and provide the copy to the Committee for PhD Studies.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the trainee |  | Year of PhD study |  |
| Department at IT CAS |  | | |
| 1st supervisor at IT CAS |  | | |

**Exams successfully completed in the previous academic year**

|  |
| --- |
|  |

**Research activities completed at IT CAS in the previous academic year (research projects, research papers, conferences, popularization of science)**

|  |
| --- |
|  |

*In the following two sections:*

* *only list publications already* ***published or submitted*** *for publication*
* *list all publications* ***since the start of the PhD study***
* *include DOI or a link to the publisher's or conference website*
* *publications already registered in the ASEP database must be listed in the ASEP form*
* *publications in preparation or in the review stage can be mentioned in the above section*

**Journal papers**

|  |
| --- |
|  |

**Other publications**

|  |
| --- |
|  |

**IT CAS Supervisor assessment report**

|  |
| --- |
|  |

*Please focus on the progress achieved by the trainee, his/her strong points, attitude, problems or difficulties faced.*

Supervisor: …………………………… ………..………………………..

date signature

By my signature below I acknowledge that I have read and understand the report above.

Trainee: …………………………… ………..………………………..

date signature