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| PART A.to be completed by the honours student |

1. BASIC INFO

**Honours student**

First name: Last name:

Student number VUB: Email VUB:

(Working) title internship:

Department:

**Honours Programme track**

Starting Date of the programme (month and year):

Target date for end of the programma (year and, if possible, month):

**Main supervisor**

First name: Family name:

Email:

**Members of the Honours evaluation committee:**

Your evaluations (i.e. interim and end) are given by an Honours evaluation committee consisting of at least 2 members, including the supervisor, promoter, and/or another person who is appointed during the selection phase. If you do not have an Honours evaluation committee yet, you can use this template to propose a supervisory committee.

1. First name: Family name:

Email:

[ ]  If affiliated with VUB: department and research group:

[ ]  If not affiliated with VUB: institution/affiliation:

2. First name: Family name:

Email:

[ ]  If affiliated with VUB: department and research group:

[ ]  If not affiliated with VUB: institution/affiliation:

3. First name: Family name:

Email:

[ ]  If affiliated with VUB: department and research group:

[ ]  If not affiliated with VUB: institution/affiliation:

1. PROGRESS over the past period

**Progress**

*Describe concisely:
1. the intership related (80%), and other extra tasks (20%) you have undertaken over the past period;
2. the progress in your intership and other tasks as compared to the planning proposed in your Individual development plan (IDP));*

Please answer he following questions:

1. **When did you start and plan to complete the Honours program?**
2. **Which activities/training have you completed so far (also in % of time of your IDP?)**
3. **What activities do you still have to complete (also in % of time of your IDP)?**
4. **Have you or are you planning to write an FWO (or other) research fellowship grant?**
5. **What is the probability that you will successfully complete the Honours Programme in the time planned (in %)?**
6. **How often do you meet with your mentor/research group?**
7. **Have you encountered any problems or difficulties?**
8. **Do you have any suggestions to further improve your experience?**
9. WORK PLAN FOR THE COMING period

[ ]  This is an end evaluation. I will finish the Honours programme and organize the mandatory intervision moment on which I will present a poster.

[ ] This is an interim evaluation. I plan to perform the following intership related and other tasks:

*Describe concisely:
1. the intership related and other tasks you plan to undertake for the coming period;
2. the work and the time you expect to be necessary in order to finish the programme.*

1. PROBLEMS OR DISPUTES

We would like to know wheter you encountered problems or disputes regarding your intership, tutoring activities, organization of intervision days, IDP, deadlines, workload, etc.

[ ]  I have NOT encountered any problems or disputes

[ ]  I have encountered problems or disputes.

If you have encountered any problems or disputes please report them here. Please also report whether these problems have been solved and how, or what you think is the solution to the problem:

1. SUPERVISOR(S) AND SUPERVISORY COMMITTEE SUPPORT

Frequency of contact with supervisor(s) to discuss the progress of your programme

 [ ]  Sufficient

 [ ]  Should be more frequent

If the frequency of contact is not sufficient, please explain why and what could be a solution:

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| PART B.to be completed by the supervisor(s) of the honours intership |

1. SUPERVISOR(S) RECOMMENDATION

**Recommendation for continuating the Honours programme**

Note that this is not only a recommendation for the continuation of the student’s internship, but also the other tasks performed for the Honours programme. If needed, the student should provide you the contact details of the main supervisor for these other tasks in order for you to judge the student’s performance on these tasks.

This is an end evaluation:

[ ]  Pass

[ ]  Fail

This is an interim evaluation:

[ ]  Positive recommendation for continuation

[ ]  Positive recommendation for continuation, with points for improvement

[ ]  Negative recommendation for continuation

**Motivation and where applicable, points for improvement**

*Motivate the recommendation and if where applicable, summarize points for improvement:*

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| PART C.to be signed by the honour student and the supervisor(s) |

1. SIGNATURES

*The signatures of both the Honours student and the supervisor(s) are required. Digital signatures (either scanned or as PDF signatures) are allowed.*

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| Honours student: |
| *Name* | *Date* | *Signature* |
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| --- |
| Main supervisor honours intership: |
| *Name* | *Date* | *Signature* |
|  |  |  |