*To be filled in by the responsible person after completed activity.   
If the activity is arranged or (partly) financed by a KI doctoral programme or by a research school, the head of programme/ research school director can decide whether the template should be supplemented with additional information or questions.*

|  |  |
| --- | --- |
| **Title** | |
| **Time period** |
| **Academic responsible for the reporting of activity** |
| **Other contributors** |
| **Arranging entity (e.g. doctoral programme, KIB)** |
| **Number of participating KI doctoral students (in total or, if a series of activities, specified per occasion)** |

#### Summary of the doctoral students’ answers to the activity evaluation

#### The responsible person’s reflections on the implementation and results

*Reflection on the activity’s strengths, weaknesses, opportunities, limitations.*

#### The responsible person’s conclusions and suggestions for improvement

#### Comments on the activity and suggestions for improvement from the doctoral programme’s or the research school’s steering committee or equivalent

**To be attached:**

Activity evaluation report and other relevant supporting documents.