



Annual progress evaluation form

All PhD candidates in the program have to annually hand in progress reports. The purpose of this review is to encourage discussion between the candidate and the doctoral committee, to monitor progress, highlight achievements, identify problems and set goals and to enable timely completion of the thesis. The original document stays with the PhD candidate; a scan should be sent via e-mail to the coordination office.

Part I of the report reflects on the individual working conditions, the state of the training program and the cooperation with the primary supervisor. This part will be handed in directly to the coordination office.

Part II reports on the research progress and past and future scientific presentations. This part will be filled in by the PhD candidate together with the primary supervisor.

Part III is to be filled by the PhD candidate together with the doctoral committee during the annual meeting. It summarizes the research progress and reflects on milestones before submission of the thesis as well as future career plans of the candidate.

Part I: Topics to be reported by the PhD candidate

(to be handed in by the PhD candidate to the coordination office)

The PhD candidate reflects on the following topics:

- Evaluation of working conditions
- State of training program
- Cooperation with supervisor

Part II: Topics to be discussed with the supervisor (PhD candidate and supervisor)

The PhD candidate discusses this section in detail with the primary supervisor.

- Detailed research progress evaluation
- Scientific writing, publications and presentations (internal and external)

Part III: Topics to be discussed with the doctoral committee

The candidate summarizes the results of the discussion with the supervisor and discusses especially the following topics with the doctoral committee:

- Research progress evaluation
- Milestones before submission of PhD thesis
- Future plans – Research and career development

Part I

PhD candidate, Date

Title of PhD Project

Evaluation of working conditions

(e.g.: conditions in the lab, direct supervisors, collaborators...)

State of training program

(attended courses, future plans)

Support from and cooperation with supervisor(s)

(frequency of meetings with supervisor(s), guidance for career development)

Part II

PhD candidate (Name, date and signature)

Primary supervisor (Name, date and signature)

Involvement of PhD candidate in development of research plan & methods

Conduction of research experiments (own contributions)

Analysis of research results (own contribution)

Scientific writing and presentations in the past and future:

(annual report, Tierversuchsantrag, Ethikantrag, conference contributions (posters, talks), publications, dissertation, literature knowledge)

Contributions to research group

(scientific discussion in group meetings, activities performed for working group)

Part III

PhD candidate

Title of PhD Project

Research progress (summary after project presentation)

- Advancing as planned
- Research plan/thesis writing delayed
Expected new duration until submission: _____ months

Reasons for eventual delay:

Milestones to reach before submission of PhD thesis (minimal requirements, including publication plans)

Future plans – Research and career development

Research plan/goals for the coming year

Skills and training needed

Intended career development (e.g. training, teaching, conferences, short courses, etc.)

Next meeting

Signatures

Name PhD candidate (in block letters)	Date	Signature
---------------------------------------	------	-----------

Name primary supervisor (in block letters)	Date	Signature
--	------	-----------

Name doctoral committee member (in block letters)	Date	Signature
---	------	-----------

Name doctoral committee member (in block letters)	Date	Signature
---	------	-----------