

ANNUAL DOCTORAL PROGRESS REPORT 2023

Deadline for submission: 31 January 2024

This form is the means by which progress of Doctoral studies is periodically assessed by the Doctoral Committee of Hochschule Geisenheim University. It is a means by which any problems or issues may be identified and appropriate action determined. The regular submission of progress reports is a mandatory requirement under the Doctoral regulations §13(2).

This form has two parts:

PART A: Progress Report – to be completed by the Doctoral student

PART B: Supervisory comments

This form is to be completed and returned together with the Gantt charts, workplan and FIS printout as one pdf. to the Doctoral Office (promotionsbuero@hs-gm.de).

PART A: Doctoral student comments

1. GENERAL INFORMATION	
Name, First name	
Project title	
Start of work on research project	
Official start of Doctoral project (date of acceptance by Doctoral Committee)	
Estimated date of dissertation submission	
Currently in	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th year <input type="checkbox"/>
Currently on maternal or parental leave	from _____ until _____ If applicable, the completion of this progress report is <u>voluntary</u> .
1 st supervisor	
2 nd supervisor (partner university) <u>or</u> 2 nd reviewer (non-partner university)	
Department/Institute	
The work has progressed as planned in 2023	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. PROGRESS & ACHIEVEMENTS AND POTENTIAL ROADBLOCKS

Description of efforts on the work packages in 2023 only:

Outline which tasks and/or results have been achieved in the section below. Highlight the progress and milestones you have reached in 2023 in an up-to date Gantt Chart vis-à-vis the original Gantt chart submitted with your application and workplan → enclose these 2 Gantt charts in the final pdf.

Work packages Please explain each individual step & outcome (a list of the work packages mentioned in the application is not sufficient)	Period / Date 2023
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
...	
...	

In case the work has NOT progressed as planned, please comment (indicate factors that may have slowed down progress, unexpected challenges as well as measures that have been taken)

Deviation	Reason	Measures / Solution

3. RESEARCH OUTPUT & PROFESSIONAL DEVELOPMENT

Publications since the beginning of the Doctoral project:

Please list full bibliographic details of any work that has been presented, published (or submitted for publication). Specify key information for each, i.e. journal article, chapter, book, abstract, poster, talk etc.

Year	Role (1 st authorship, co-authored)	Format	Title	Page No.

List academic and professional development events (i.e. conferences, seminars, symposia) you have attended since the start of your Doctoral project:

Date	Location	Occasion	Title of talk / presentation

Attach the FIS-pdf. printout listing your attendance of professional development and lecture seminar events. Insert the appropriate numbers below:

___ / of 12 lecture sessions have been attended in total since start of project

___ / of 5 elective workshops have been completed in total since start of project

2-day Scientific Writing workshop has been fulfilled and/or

___ / of 5 Scientific Writing tutorials incl. a personal writing consultation were attended

Attendance of "Scientific Integrity" seminar during Doctoral studies

How often do you and your supervisor maintain contact?

Please provide details below of any way that you think your institute, supervisor and/or Graduate School could improve support of your studies or help you to overcome difficulties:

Please now forward the form and attachments to your supervisor

PART B: Supervisory comments

Please assess your Doctoral student's rate of progress in 2023:

Very Good Good Satisfactory Room for improvement

If the last box was checked, have steps been taken to overcome these issues?

Additional comments (optional):

Signature of supervisor

Date

Please now return the form to the Doctoral student

Doctoral student: Please complete and sign the section below:

- The original work plan, the Gantt charts and FIS pdf. are attached to this form
- I certify that all necessary information with regard to my Doctoral project has been updated in **FIS** (Graduate Management of the Research Information System)

Signature of Doctoral student

Date

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Please now forward this form together with the workplan, Gantt charts and FIS printout (as one pdf. file) to promotionsbuero@hs-gm.de and upload the complete pdf. in FIS