**EDCB Annual Progress Report**

**Name of PhD Student and sciper:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of enrolment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**☐ 1st year** (integrated with the candidacy exam report, skip section B)

**☐ 2nd year**

**☐ 3rd year**

**☐ 4th year** (filed only if an extension is asked)

**Section A: Basic information**

|  |  |
| --- | --- |
| **Tentative thesis title:** |  |
| **PhD hesis director:** |  |
| **PhD thesis co-director:** |  |
| **Date of candidacy exam:** |  |

**TA duties.** Hours and list of courses completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Courses.** Credits completed: **\_\_\_\_\_\_\_\_\_\_\_\_\_** Credits remaining:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

List below obtained credits and planned courses:

|  |  |  |
| --- | --- | --- |
| Year/semester | Course (number/name) | Credits |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section B: Research progress**

To be completed by the PhD Student and discussed (revised if necessary) with the thesis director (and co-director) during the annual report meeting. Future objectives are meant to provide guidance in the project and should thus be as realistic as possible. Achieved and planned objectives should be discussed and agreed upon by the PhD Student and thesis director by approving the annual report.

|  |
| --- |
| **1. What are the overall goals of the thesis?** |
| **2. Research progress during the past year.**  (i.e. describe which objectives are completed and elaborate if any difficulties have been encountered since the last annual report) |
| **3. Have the objectives changed in the past year? If so, why and how?** |
| **4. Research objectives for the next year.** |
| **5. Timeline of the planned work for the next year.** |
| **6. Scientific output.**  (Journal and conference papers, patents, software, oral and poster presentations, etc., published, submitted or in preparation) |
| **7. Educational activities.**  (Mention any outreach, specific training, mentoring of undergraduate students, etc.) |

\* Fill the boxes in free format or attach a PDF file following this outline.

**Section C1: Progress assessment - PhD Student**

To be completed independently by the PhD Student and thesis director (and the co-director if present), then discussed and approved by both during the annual report meeting.

Aims on the PhD Student side:

* *to assess how the PhD Student views his/her own progress and skills*
* *to identify and communicate to the thesis director in what areas the PhD Student seeks more input or help*

Aims on the thesis director side:

* *to ensure that your PhD Student knows how she/he is performing overall according to you*
* *to communicate what you think strengths and weaknesses are towards completing a PhD*
* *to communicate what you think needs to be improved*
* *to ensure that career issues are discussed at least once per year*

Use the comments box to briefly assess the progress (e.g., excellent, very good, good, need improvements, …) and to further elaborate any specific issues.

|  |  |
| --- | --- |
| **Discussion topics** | **Assessment and comments** |
| **1. PhD Student’s engagement in the project:**  *satisfaction, motivation, commitment, initiative, independence, ..*. | w |
| **2. Thesis director’s supervision:**  *availability*, *coaching, support, resources, training and conferences, ...* |  |
| **3. Project’s progress:**  *quality of results, critical thinking, vision, timeline, organization, planning, ...* |  |
| 4. **PhD Student’s scientific and career development:** *training, acquired skills (writing, presenting), teaching load, conferences and networking*, *after-PhD planning, ...* |  |
| **5. Laboratory organization:**  *support from colleagues and own collegiality, open communication and atmosphere, balance in collaborative projects, resource availability, ….* |  |
| **6. Any other specific points:** |  |

**Section C2: Progress assessment - Thesis director**

To be completed independently by the PhD Student and thesis director (and the co-director if present), then discussed and approved by both during the annual report meeting.

Aims on the PhD Student side:

* *to assess how the student views his/her own progress and skills*
* *to identify and communicate to the thesis director in what areas the PhD Sstudent seeks more input or help*

Aims on the thesis director side:

* *to ensure that your student knows how she/he is performing overall according to you*
* *to communicate what you think strengths and weaknesses are towards completing a PhD*
* *to communicate what you think needs to be improved*
* *to ensure that career issues are discussed at least once per year*

Use the comments box to briefly assess the progress (e.g., excellent, very good, good, need improvements, ) and to further elaborate any specific issues.

|  |  |
| --- | --- |
| **Discussion topics** | **Assessment and comments** |
| **1. PhD Student’s engagement in the project:**  *satisfaction, motivation, commitment, initiative, independence, ..*. | w |
| **2. Thesis director’s supervision:**  *availability*, *coaching, support, resources, training and conferences, ...* |  |
| **3. Project’s progress:**  *quality of results, critical thinking, vision, timeline, organization, planning, ...* |  |
| 4. **PhD Student’s scientific and career development:** *training, acquired skills (writing, presenting), teaching load, conferences and networking*, *after-PhD planning, ...* |  |
| **5. Laboratory organization:**  *support from colleagues and own collegiality, open communication and atmosphere, balance in collaborative projects, resource availability, ….* |  |
| **6. Any other specific points:** |  |

**Section D: Overall appraisal and signatures**

By signing the annual report, the PhD Student and the thesis director(s) agree that the discussion regarding the achieved and planned objectives as well as the progress assessment satisfy and are approved by both parties.

**Notes**

**For the PhD Student:**  Your thesis director is responsible for guiding you in your research and for coaching you to reach the scientific level of a PhD. The critical feedback of your thesis director plays a key role in this process and thus also for your success beyond. Approval of the AR indicates that you have discussed with your thesis director and understand the expectations for improvement in the areas identified, and that you agree on the plan to reach these milestones and to assess your progress.

**For the thesis director:** Your signature indicates that you have discussed all the above points with the PhD Student and considered his/her feedback regarding any potential problem, you have explained your expectations for improvement, when appropriate, including mechanisms for intermediate progress assessments, and you have discussed a plan for timely publication of the results and for oral exam.

**General appraisal of the research progress**

**☐** meets expectations

**☐** needs some improvement

**☐** unsatisfactory

Each program has the possibility to ask for a mid-term discussion in case the progress is not satisfactory

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PhD Student** | **Thesis director** | **Thesis co-director** |
|  |  |  |  |
| **Date** |  |  |  |

In case the progress report is unsatisfactory and not approved, the program director is informed and will seek appropriate measures to resolve possible problems and conflicts.

**Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**