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Annual Progress Report **Instructions**

During his/her doctoral thesis work, the doctoral candidate is obligated to submit an annual report every year following the successful completion of his/her candidacy exam. This report provides a formal progress update of the PhD student's work in the past year to the thesis director, who in turn provides written input and reports to the EDMI program director within a one-month deadline (art. 10 al. 3 and al. 4 of the Ordinance on the Doctorate).

Annual Progress Reports are requested via email. Please prioritize these requests and, complete and submit your report punctually. Annual Progress Reports must be submitted by the specific deadlines depending on your PhD timeline. Please read the instructions below carefully to see when you have to submit your Annual Progress Report or whether you are exempted from submitting one.

1st year PhD students:

If you are in the first year of your PhD, you are not required to submit an Annual Progress Report, as your progress is monitored by the candidacy exam.

2nd year PhD students:

If you are in the second year of your PhD, your 1st Annual Progress Report must be submitted 12 months after your Candidacy Examination. A request per email will be sent to you in due time.

3rd year PhD students:

If you are in the third year of your PhD, the date of your candidacy examination will determine the submission deadline of your 2nd Annual Progress Report:

- a) Your candidacy examination took place between January 1st and August 31st: you are required to submit an Annual Progress Report (request sent by email in December, submission deadline is March 1st of the following year).
- b) Your candidacy examination took place between September 1st and December 31st: you are not required to submit an Annual Progress Report this year.

If you have already submitted the jury proposal for the oral examination of your thesis, or will submit it before December 31st, you are not required to submit an Annual Progress Report.

4th year PhD students:

If you have already submitted the jury proposal for the oral examination of your thesis, or will submit it before December 31st, you are not required to submit an Annual Progress Report.

4th year PhD students need to submit an Annual Progress Report (request sent by email in December, submission deadline is March 1st of the following year).