

Annual Progress Report

(Answers and attachments must be reviewed by all signing parties!)

- 1st year (with candidacy exam): Skip section B
- 2nd year
- 3rd year, date of enrolment at EPFL: _____
- 4th year

Section A: Basic information

Name of candidate:

Tentative thesis title:

PhD thesis Director:

PhD thesis Co-director:

Mentor:

Date of (passed) Candidacy Exam:

TA duties

- TA hours completed: _____
- Number of hours left to fulfill: _____
- How do you plan to fulfill these hours? _____

Courses

Credits completed: _____

Credits left: _____ (list the planned courses here below)

Year/semester	Course (number/name)	Credits

Section B: Research progress

1) Objectives of research in the past year (5 to 10 lines)
2) Work achieved in the past year (1/2 – 1 page)
3) Future research plan (5 to 10 lines)
4) Scientific publications (please give number and reference of publications)
before starting your PhD studies:
during your PhD studies:
foreseen or envisaged publications:
5) Conferences attended in the past year with seminar or poster presentation
6) Other conferences attended in the past year

Are there any problems that may hinder the success of the PhD project? If yes, explain:

Signatures

	PhD candidate:	Thesis director:	Co-director:	Mentor:
Date:				

EDMS Program Director: _____

Date: _____

How to proceed with the student appraisal and self-evaluation (Appendices 1 & 2):

1. Student and thesis director:

Independently complete Appendices 1 and 2, respectively, then jointly discuss and co-sign them

2. Student and mentor:

The student contacts the mentor to discuss the completed and signed Appendices 1 and 2. Then the student and mentor jointly sign Appendix 3.

Appendix 1: To be completed by the student, then discussed with the thesis director and signed by both

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

	Fully agree	Agree	Partially disagree	Disagree	Comments
1. I am highly motivated for my PhD research					
2. I work hard (long hours & intensely)					
3. I take initiative and frequently generate ideas					
4. I know the literature , and whenever possible I attend seminars and meetings					
5. I precisely define questions and design conclusive experiments to address them					
6. I acquire experimental skills efficiently and execute all experiments carefully					
7. I always back up data and keep detailed structured notes of aims, methods, results and conclusions for others to quickly find & grasp this information					
8. I am methodical, analytical and critical in how I evaluate my data and their meaning					
9. I meet timelines and my research progress is in line with the time remaining for my thesis					
10. I actively participate in lab meetings & seminars by asking relevant questions					
11. My oral presentations are clear and concise					
12. My scientific writing skills are strong					
13. I am good at doing experiments for others without neglecting my own project(s)					
14. I get along with and respect all colleagues					
15. When my own best effort cannot meet all demands, I ask and receive help from my thesis director and lab colleagues					
16. I attend enough conferences, seminars, or courses for scientific networking					
17. I know what I want to do after my thesis and I am taking appropriate actions to nurture and enhance opportunities for the future					

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. Your signature below indicates that you have discussed the above points with your thesis director and understand the expectations for improvement in the areas identified, and that you agree on a plan to reach these milestones and how to assess your progress.

Signed: _____

Date: _____

Thesis director:

I have discussed these points with the student and explained my expectations for improvement, when appropriate, including mechanisms for intermediate assessments. I have also discussed a plan for timely publication of the results.

Signed: _____

Date: _____

Appendix 2: To be filled out by the thesis director before meeting the student, then discussed with the student, and signed by both.

- to ensure that your student knows how he/she is performing overall according to you
- to communicate what you think his/her 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 between the student and mentor.

Please rank the student's levels in the following areas (add areas if needed):

(Note: Points 1 to 16 correspond to those of Appendix 1)	Fully agree	Agree	Partially disagree	Disagree	comments
1. Motivation					
2. Hard-working					
3. Initiative					
4. Literature knowledge					
5. Experimental design					
6. Experimental skills					
7. Lab notebooks					
8. Analytical & critical thinking					
9. Timeliness					
10. Active participation in lab meetings/seminars					
11. Oral presentations					
12. Scientific writing					
13. Ability to work in a team					
14. Courtesy, respect of others					
15. The student requests and gets the necessary support					
16. Networking					
<u>Other:</u>					

Thesis director:

I have discussed these points with the student and explained my expectations for improvement, when appropriate, including mechanisms for intermediate assessments. I have also discussed a plan for timely publication of the results.

Signed: _____

Date: _____

To the 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. Your signature below indicates that you have discussed the above points with your thesis director and understand the expectations for improvement in the areas identified, and that you agree on a plan to reach these milestones and how to assess your progress.

Signed: _____

Date: _____

Appendix 3: To be signed by the mentor and student

The job of the mentor is to provide the student with at least yearly contact with a professor. This is to provide an external 'check' on the student to ensure proper stages of development are being met and to help resolve any potential conflicts that may arise, for instance between the student and his/her thesis director.

We expect the mentor and student to meet at least once per year, and discuss briefly the overall well-being of the student in his/her project and in the lab. **It is imperative that confidentiality is respected**, unless the student specifically asks the mentor to discuss any potential problems with a third party (e.g. thesis director, EDMS program director).

Potential questions for the annual mentor discussion include:

- *Do you feel that you are progressing well in your PhD? If not, why not?*
- *How is your overall progress assessed? Have you discussed your progress with your thesis director?*
- *Are you getting enough advice and help from your thesis director and lab colleagues for your research to progress at a reasonable pace?*
- *Do you feel that you can freely discuss problems with your thesis director?*
- *How often do you meet with your thesis director? Do you feel this is too little, too much, or just right?*
- *Do you have lab meetings and if so how often do you present your research?*
- *Are there any professional conflicts between you and your thesis director, or you and your co-workers? (These might include authorship issues, or doing too many side-projects that are tangential to the thesis, etc.)*
- *Does your thesis director encourage you to attend scientific conferences?*

Mentor and student:

We have discussed aspects of the student's well-being in the PhD project and the lab, and when relevant, suggested ways to resolve issues before they become serious. In the case of any serious problems, the mentor will transfer the problem to the relevant person (e.g. EDMS director, CDOct Dean, etc.), with the consent of the student.

Mentor

Signed: _____

Date: _____

Student

Signed: _____

Date: _____