

### Annual Progress Report

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

- 1st year (with candidacy exam): Skip section B on page 2
- 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:

Date of (passed) Candidacy Exam:


#### TA duties

- TA hours completed: \_\_\_\_\_
- Number of hours left to fulfil: \_\_\_\_\_
- How do you plan to fulfil these hours? \_\_\_\_\_

#### Courses

Credits completed: \_\_\_\_\_

Credits left: \_\_\_\_\_ (list the planned courses here below)

Year/semester	Course (number/name)	Credits

Section B: Research progress

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

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

**Signatures**

	PhD candidate:	Thesis director:	Co-director:
<b>Date:</b>			

**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. No signature requested from the mentor (confidentiality).

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

**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: \_\_\_\_\_