**ANNUAL REPORT FOR THE PERIOD xx.yy.20zz – xx.yy.20zz**

**Tentative thesis title**

**Candidate name and sciper**

Laboratory name, phone(s), email

**Content:**

1. List of 5 to 10 keywords related to your field of research
2. Brief statement of the thesis objectives and – if necessary – update of the work plan foreseen in your original research plan
3. Summary of the main results obtained during the past year
4. Outline of the work you intend to undertake in the coming year
5. Remarks, including any difficulties you may have encountered and deviations from the original research plan
6. List of publications and reports
7. List of presentations
8. List of teaching activities (labs, exercises) you have been involved in during the year
9. Tentative date for the oral exam if you will complete your PhD during the coming year.

Date:

Candidate: Signature:

Thesis Co-director: Signature:

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| --- |
| Together with her/his signature, the thesis Director should comment here on the progress of this thesis (please tick one of the boxes):[ ]  The work is progressing in a satisfactory manner.[ ]  The following improvements should be made (please give concrete objectives and set a date for reaching them):  |
| Thesis Director: Signature:  |

Please use this page as cover and submit one **PDF, duly signed and completed** copy to our office (EDPO, Station 11) per email (edpo@epfl.ch). Include copies of your publications. All in **one document only**. No paper copy is requested.

The overall length of the report is expected to be between 3 and 5 pages, excluding publications.

**Annual report for the period xx.yy.20zz – xx.yy.20zz**

**Optional confidential form to the EDPO Program Director**

**Candidate name**

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| The candidate would like to raise the following issues regarding the progress of her/his work: |
| Date: Signature:  |

This form is optional and can be included as a separate page with your annual report, to raise specific issues you would like to discuss further with the EDPO Program Director regarding the progress of your work, the supervision you receive or your situation at EPFL.

Please note that the EDPO Program Director and/or your Mentor are always at your disposal to discuss such issues. Do not hesitate to contact us.