**Annual Progress Report**

**Thesis Committee and Doctoral Researcher Meeting**

Please complete the form (4 pages) during the meeting and

send it by email, signed by all attendees, to:

gsls-info@uni-wuerzburg.de **||** Subject: Annual Report\_your name

**Check appropriately:**

1st year Meeting [ ]  2nd year Meeting [ ]  final Meeting [ ]

|  |
| --- |
| **General information** |
| **Doctoral Researcher**Family Name:       First Name:        |
| **Title of thesis**       **Projected date of completion:**   /   /      |
| **Date** of previous annual meeting/start-up meeting:   /   /      |
| **Venue** (to be completed only if the meeting took place outside the University of Würzburg)      |

|  |
| --- |
| **Meeting**  |
| **Date of meeting:**   |
| **Supervisors attending the meeting:**1.  in person [ ]  via video conference [ ]  via phone [ ] 2.  in person [ ]  via video conference [ ]  via phone [ ] 3.  in person [ ]  via video conference [ ]  via phone [ ] 4.  in person [ ]  via video conference [ ]  via phone [ ] Extraordinary meeting with */* Date      / Venue       |

|  |
| --- |
| **Progress & achievements, difficulties encountered, actions to be taken** |
| 1. **Achievements**

What has the candidate achieved over the past 12 months?      |
| 1. **Progress**

Is the candidate making satisfactory progress? Yes [ ]  No [ ] Are there sufficient entries in the study book? Yes [ ]  No [ ]   |
| 1. **Please indicate factors that may have slowed down progress over the past year**

Theoretical background [ ]  Practical experience [ ] Access to books/equipment [ ]  Settling in [ ] Communication with others [ ]  Interruption to supervision [ ] Understanding work expected [ ]  Language skills [ ] Intercultural problems [ ]  Financial issues [ ] Health/personal [ ]  Others  **[ ]** (please specify):     **Please indicate what steps have been taken or will be taken to overcome the difficulties**     If you wish to make any further comments on the candidate’s progress, please do so here:     **For final year candidates only:**Do you expect the candidate to submit the thesis on time? Yes [ ]  No [ ] If **NO**, do you want to apply for an extension? Yes [ ]  No [ ] (only possible for 4th year, maximum extension period via report form = 1 year, extensions thereafter via Dean)The candidate probably needs       months of extension.Please summarize plans for the extension period.      |

|  |
| --- |
| **Research training plan following year [ ] / final year [ ]**  |
| **A. Scientific work program** (examples: establishment of new method, oral presentation on international congress)     **Publications:** (please indicate the number of manuscripts and their status) published    submitted    in revision    rejected     (please specify key information for each publication released, e.g. journal name, date of publication, list of authors, etc.):      First authorship Yes [ ]  No [ ] Number of manuscripts in preparation    (please describe your plans, preliminary title, etc.):       |
| **B. Educational program** (what actions are recommended for the next 12 months)Lectures [ ]  Language courses [ ] Workshops [ ]  Transferable skills [ ] (please specify):      Practical courses [ ]  Research stay abroad [ ] Conferences [ ]  Others [ ] (please specify):       |

|  |
| --- |
| **Next Meeting** |
| **Projected date of next annual meeting:**   /   /      |

|  |
| --- |
| **Additional comments** |
|       |

|  |
| --- |
| **Please sign the form and return to the GSLS Office** |
| **1st Supervisor Name**:      Signature:………………………………………………… Date……………………………**2nd Supervisor Name**:      Signature:………………………………………………… Date……………………………**3rd Supervisor Name**:      Signature:………………………………………………… Date……………………………**4th Supervisor Name**:      Signature:………………………………………………… Date…………………………… |
| **Doctoral Researcher Name:** Signature:………………………………………………… Date…………………………… |

|  |
| --- |
| **GSLS Office use only**Date of receipt:……………………………… Initials…..…………………………Date checked:………………………………. Initials…..…………………………Date returned for amendment (if applicable:……………………… Initials……………………………. |