

ANNUAL DOCTORAL PROGRESS REPORT 2024

Deadline for submission: 31 January 2025

This form is the means by which progress of doctoral studies is periodically assessed by the Doctoral Committee of Hochschule Geisenheim University. It is a means by which any problems or issues may be identified and appropriate action determined. The regular submission of progress reports is a mandatory requirement under the Doctoral regulations §13(2).

This form has two parts:

PART A: Progress Report – to be completed by the doctoral student

PART B: Supervisory comments

If the report is not fully completed according to its clear guidelines it will not be accepted.

PART A: Doctoral student comments

1. GENERAL INFORMATION	
Name, First name	
Project title	
Start of work on research project	
Official start of Doctoral project (date of acceptance by Doctoral Committee)	
Estimated date of dissertation submission	
Currently in	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th year <input type="checkbox"/>
Maternal or parental leave If applicable, the completion of this progress report is <u>voluntary</u> .	from _____ until _____
1 st supervisor	
Department/ Institute	
2 nd supervisor (+ partner university) <u>or</u> 2 nd reviewer (+ non-partner university)	
The work has progressed as planned in 2024	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. PROGRESS & ACHIEVEMENTS AND ROADBLOCKS

If this part is not fully completed according to its clear guidelines the APR will not be accepted

Description on the work packages in 2024:

Outline in detail which tasks/results of your work packages have been achieved in the last 12 months and highlight milestones.

Progress or non-progress in 2024 must be included in an up-to date Gantt Chart vis-à-vis the original Gantt chart submitted with your application and workplan → **enclose 2 Gantt charts in your pdf.**

Work packages Explain <u>in detail</u> each individual step & outcome (a mere list of the work packages is NOT sufficient). Outline below your progress and achievements over the last 12 months. Indicate what milestones have been achieved.	Period / Date in 2024
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
...	
...	

In case the work did NOT progress as planned, indicate unexpected challenges and factors that slowed down progress. Provide a list of measures and work steps explaining in detail how to realistically overcome the problems withstanding reliable scrutiny in the future. Show amendments in up-to-date Gantt chart!
→ **enclose both the new and original Gantt chart in your pdf.**

Deviation	Reason	Measures / Solution

3. RESEARCH OUTPUT & PROFESSIONAL DEVELOPMENT

Publications since the beginning of the doctoral project (beginning with the latest year):

Please list full bibliographic details of any work that has been presented, published (or submitted for publication). Specify key information for each, i.e. journal article, chapter, book, abstract, poster, talk etc.

→ **For cumulative dissertations highlight peer-reviewed publications.**

Year	Role (1 st authorship, co-authored)	Format	Title	Published in page no.

List academic and professional development events (i.e. conferences, seminars, symposia) you have attended since the start of your doctoral project starting with the most recent year
 (Do NOT list modules or lectures attended within Graduate School's qualification program):

Date	Location	Occasion	Title of talk / presentation

Attach the FIS-pdf. printout listing your attendance of professional development and lecture seminar events. Insert the appropriate numbers below:

___ / of 12 lecture sessions have been attended in total since start of project

___ / of 5 elective workshops have been completed in total since start of project

2-day Scientific Writing workshop has been fulfilled and/or

___ / of 5 Scientific Writing tutorials incl. a personal writing consultation were attended

Attendance of "Scientific Integrity" seminar

Annual Progress Report submission for each year of doctoral studies

How often do you and your supervisor maintain contact?

Please provide details below of any way that you think your institute, supervisor and/or Graduate School could improve support of your studies or help you to overcome difficulties:

Please now forward this form and attachments to your supervisor

PART B: Supervisory comments

The doctoral student's is in her/ his

1st 2nd 3rd 4th 5th year of doctoral studies & the **rate of progress in 2024** is:

<input type="checkbox"/>	Very good / Good	- in line with milestones & Gantt Chart planning
<input type="checkbox"/>	Satisfactory	- <u>minor</u> deviations in milestone & still in line with Gantt Chart planning
<input type="checkbox"/>	Critical*	- with only little progress and grounds for concern
<input type="checkbox"/>	Serious*	- with no progress in the last years and indications that the project will not be completed

* If one of the last boxes was checked indicate below what actions have been taken and any further action you recommend to address these issues.

The Doctoral Committee can initiate measures acc. to §13 (3), §15 (3) of the Doctoral Regulations, therefore, indicate if you recommend the doctoral student's studies be:

- Continued subject to specified conditions as outlined below
- Terminated

Specified conditions of continued doctoral studies:

Klicken oder tippen Sie hier, um Text einzugeben.

Additional comments (optional):

Klicken oder tippen Sie hier, um Text einzugeben.

Signature of supervisor

Enter date here

Please return this form to the doctoral student now

Doctoral student: Please complete and sign the section below:

- The original work plan, the 2 Gantt charts and FIS pdf. are attached to this form
- I certify that all necessary information with regard to my Doctoral project as well as the current mailing address has been updated in **FIS** (n/a for external doctoral students)

Signature of doctoral student

Date

Deadline for submission: 31 January 2025

Please now forward this form together with the workplan, Gantt charts and FIS printout (as one pdf. file) to promotionsbuero@hs-gm.de

Doctoral students with access to FIS upload the complete APR!