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**Progress Report**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Concerned Parties**  doctoral candidate: [name]  supervisor: [name] [affiliation]  co-supervisor: [name] [affiliation]  advisor: [name] [affiliation]  **Select the appropriate semester[[1]](#footnote-1)\***   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | last | |

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| **PART A: Activities**  This part should be completed by the doctoral candidate before meeting with the supervision group. It is important that only information falling within the relevant category and period should be reported. |
| **Curriculum**  Referring to your supervision agreement, please list details of courses and other events taken.  **Publications**  Please list your publications. Only published items should be put down; those in preparation, submitted or accepted but not yet published should not.  **Other scientific contributions**  Please list your research output other than publications, e.g. patent, grant, invited presentations and talks, organization of conferences, service on editorial boards, review for journals and grant agencies, technology transfer, etc.  **Miscellaneous** |
| **PART B: Meeting**  This part should be completed by the supervision group during the discussion with the doctoral candidate. |
| **Short Summary of the work done during the last 6 months:**  **Recommendations for the next 6 months:**  **Career Development (most relevant for the 3rd year)** |
| Is the student making satisfactory progress? |
| Is the student on time regarding his/her curriculum? |
| Is the student on time regarding his/her PhD dissertation? |
| Did the student fulfill all recommendations of the last Progress Report? |
| Additional comments to the questions above. Are additional activities necessary? |
| (Date and Signatures)   |  |  |  |  | | --- | --- | --- | --- | | Doctoral candidate | Supervisor | Co-supervisor | Advisor |   *After completion and signing of this report, the doctoral candidate should give a copy to each of the concerned parties. The original report should be sent to the office of the Graduate School within one week after the meeting.* |

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| **For Grad School Office use only** | |
| Received on: | by |
| Checked on: | by |

1. \* 1 semester = 6 months since the enrollment date at the Graduate School, not to be confused with winter/summer semester [↑](#footnote-ref-1)