**PhD Programme: Progress Report**

**Period: from** Choose an item.Choose an item. **to** Choose an item.Choose an item.

*Use the same form each year, gradually adding information to produce a cumulative report.*

A mandatory requirement for the thesis defense is to complete and send this document annually. You will get a request to do so via e-mail. To achieve the defense, it is mandatory to complete and this document **annually**.

The doctoral agreement must be consistent with the information reported below.

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| **Name** |  |
| **Matriculation number** |  |
| **E-mail address** |  |
| **Office address** |  |
| **Title of research project** |  |
| **Expert Committee** | Choose an item. |

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| **Supervisor** |  |
| **Co-advisor** |  |
| **Mentor** |  |
| **Starting date** (dd.mm.yyyy) |  |
| **Application date** (please indicate month & year only, e.g. Aug. 2011) |  |

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| **Mid-term Evaluation** |  |
| **Title** |  |
| **Grade** |  |
| **Date** (dd.mm.yyyy) |  |
| **Names of examiners** |  |

1. **Meetings with Supervisor**

**Once a week**  **more than once a week**   **more than once a month**  **once a month**

1. **Meetings with Co-advisor:** GCB Promotion regulations require minimum of 2x annually

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| **Date** (dd.mm.yyyy) | **Remarks** |
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**3. Courses/Lectures/Seminars/Exams with ECTS and Grades (ECTS please refer to the courses in the doctoral agreement).**Please indicate “yes, I plan to apply” by checking this box if you plan to apply to a PhD Specialization program (the list of currently available PhD specializations is on the GCB Website at this [link](https://www.gcb.unibe.ch/phd_program/phd_specializations/index_eng.html)).  
If “yes”, please indicate here which specialization: Choose an item.  
Indicate with an asterisk “\*” all courses/lectures/seminars intended to fulfil specialization requirements, i.e., \*Lecture series on advanced microscopy.

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| **Date** | **Description** | **ECTS** | **Grade** |
|  | KSL Root Nr. 468038, mandatory Scientific Integrity Lecture | 0 |  |
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1. **Research Presentations**

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| **Date** | **Internal presentations of research results: Title/place** |
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| **Date** | **Presentations at national meetings: Title/meeting** |
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| **Date** | **Presentations at international meetings: Title/meeting** |
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1. **Publications (list only publications relevant for your PhD work)**

**Please check whether you:**

have already added the GCB affiliation on each single publication

have already registered your publications in BORIS

(Verify in BORIS: <http://boris.unibe.ch/search/advanced> and search for GCB publications). If not, publications can still be registered retrospectively *and* should be **linked to the GCB.**

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| **Date** | **Journal** | **Status\*** | **Title/authors** |
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**\* *Please indicate status of publications:* (P)***= published;* **(A)***= accepted;* **(R)***= in revision;* **(S)***= submitted*

**6. Interviews on further career path (guidelines).**

Further information can be found on the [GCB Website Progress Report page](https://www.gcb.unibe.ch/phd_program/progress_report/index_eng.html).

1. Approx. one to two years after the start of the doctorate: Meeting to discuss if, based on how the doctorate studies have progressed so far, a successful completion of the doctorate within the time specified can be expected.
2. Approx. one year before the anticipated completion of the doctorate: Meeting to discuss career orientation following the successful completion of the doctorate (continuation of academic career).

first interview done  second interview done

Date: Date:

1. **Research Progress**

**Instruction:** Please compile your research progress in a *separate* document, for the first year referring to your research plan outlined in your application project.

For each following report refer to the goals set in the previous progress report.

For each goal you set, report your progress (for example: describe what you could do, what is not achieved yet and finally if you could not do some explain the circumstances.)

Include the following sections:

**1) Brief outline of the topic**

**2) Results**

**3) Discussion**

**4) Outlook.**

If needed, figures may be inserted as well. This separate document should comprise a total of **2 to 3 pages.** After completion, **attach** this document in PDF format to the main, signed & dated Progress Report form, and send the two documents as **one *single,* merged PDF file** to the GCB ([info.gcb@unibe.ch](mailto:info.gcb@unibe.ch)).

Please check the relevant research period:

1st Year Report

2nd Year Report

3rd Year Report Indicate planned date of thesis submission: ………………………………………………

4th Year Report Indicate planned date of thesis submission: ………………………………………………

**Comments (3rd & 4th year: indicate planned date of thesis submission above)**

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**Place, date** (mandatory) **Signature of the candidate** (mandatory)

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**Place, date** (mandatory) **Signature of the supervisor** (mandatory)

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**Instruction for Progress Report form** (in case no electronic signature is available): 1) convert the completed form to PDF; 2) print out last page, date & sign it manually, 3) scan it as PDF; 4) replace last page with new *signed* page and *merge* with form. **Finally, remember to attach the separate Research Progress document.**

*Please submit the* ***dated and signed*** *Progress Report form with* ***attached Research Progress document*** *as one single, merged PDF file to* [*info.gcb@unibe.ch*](mailto:info.gcb@unibe.ch)*.*