

**Original GCB Application Date,**  
e.g.,  
April 15, 20xx,  
August 15, 20xx,  
December 15, 20xx

**Actual Progress Report**  
Due Date, e.g.,  
April 15, 20xx,  
August 15, 20xx,  
December 15, 20xx

## PhD Programme: Progress Report

Period: ~~from~~ Click here to enter text. **to** Click here to enter text.

**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.

<b>Name</b>		Name as shown on immatriculation materials with ZIB and in KSL
<b>Matriculation number</b>		
<b>E-mail address</b>		
<b>Office address</b>		
<b>Title of research project</b>		Biological Sciences Biomedical Engineering Biomedical Sciences Cell Biology Molecular Biology & Biochemistry
<b>Expert Committee</b>	Choose an item.	

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

<b>Mid-term Evaluation</b>	
<b>Title</b>	
<b>Grade</b>	
<b>Date</b> (dd.mm.yyyy)	
<b>Names of examiners</b>	

### 1. Meetings with Supervisor

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



Date	Presentations at international meetings: Title/meeting

## 5. Publications (list only publications relevant for your PhD)

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**.

GCB affiliation is required on publications  
Add the requested information to the table below, making certain the publication title and authors are listed where indicated

Date	Journal	Status*	Title/authors

\* **Please indicate status of publications: (P) = published; (A) = accepted; (R) = in revision; (S) = submitted**

Here, refer to your Employee Appraisal Interview (EAI) or Mitarbeitergespräch (MAG). Did you have a discussion about future career? Post-doc positions, etc.? Indicate on the GCB PR by checking the appropriate box and entering the date of the discussion below.  
GCB Students: The EAI is not required to be included with the PR. The GCB Doctoral Agreement is a separate document and not required to be submitted with the PR.

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

Further information can be found at: [GCB Website Progress Report page](#).

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:

## 7. Research Progress

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

Generally, this is submitted as two pages per year. It is recommended to discuss with your mentor how they would like to see this information presented, e.g., each goal and corresponding results, discussion & outlook separately

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:

- 1<sup>st</sup> Year Report
- 2<sup>nd</sup> Year Report
- 3<sup>rd</sup> Year Report      Indicate planned date of thesis submission:  
.....
- 4<sup>th</sup> Year Report      Indicate planned date of thesis submission:  
.....

Please indicate planned thesis defense date. Update this date in subsequent progress reports when plans change, using the comments field

### Comments (3<sup>rd</sup> & 4<sup>th</sup> year: indicate planned date of thesis submission above)

**Place, date** (mandatory)

**Signature of the candidate** (mandatory)

Place, date and signature (electronic acceptable) are legally required

.....

**Place, date** (mandatory)

**Signature of the supervisor** (mandatory)

.....

**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, do not forget to attach the separate Research Progress document.**

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

The GCB will receive approximately 175 reports 3 x each year. Your mentor will receive 5-10 per year. Properly name the files you send.

Please indicate the following in the filename:

PR # (e.g., 1, 2, 3)

Family Name\_First Name

Year (e.g., 2022, 2023, 2024)

**i.e. PR2\_Keller\_Amelie\_2022**

GCB promotion regulations Art.7<sup>1</sup> require this progress report written together and signed by you and your supervisor and forwarded to your mentor. When you send the progress report, to your mentor. Include the Evaluation form with your name and progress report number for your mentor.

Graduate School, University Mittelstrasse, Mittelstrasse 43, 3012 Bern

Student completes this section prior to sending the form to your mentor

**Application**  
Date, e.g., April 15, 20xx, August 15, 20xx, December 15, 20xx

**Mentor:** Click here to enter text.

## Evaluation Progress Report

**Name of PhD candidate:** Click here to enter text.

**Period (month/year):** from Click here to enter text. to Click here to enter text.

### Evaluation by the Mentor

**Approval:** YES  NO

**Progress Report**  
Date, e.g., April 15, 20xx, August 15, 20xx, December 15, 20xx

### Comments to be forwarded to the student

(concerning research plan, publications, course requirements, meetings with co-advisor, term evaluation, etc.)

### Confidential comments to GCB

Mentor completes this section and sends to Monica Schaller

Place, date and signature (electronic acceptable) are legally required

**Place, date**

**Signature**

Click here to enter text.