

Progress report pursuant to Section 4 (11) and Section 7 (2)(b) of the Doctoral Regulations of the Faculty of Arts and Humanities dated 16 October 2017 (last amended on 10 March 2022)

Please complete the form and submit it to the **philGRAD** coordination office, signed by all the parties involved:

To the **philGRAD Graduate Academy**
Heinrich Heine University Düsseldorf
Faculty of Arts and Humanities
Building 23.21, Level 01, Room 78
Universitätsstr. 1
40225 Düsseldorf
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Faculty of Arts and
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Universitätsstraße 1

40225 Düsseldorf

Floor 01 Room 78

1. General information

1.1. Doctoral researcher:

☐

Ms

☐

Mr

Name(s)	First name(s)
1.2. Date of the progress meeting	
1.3. Working title of the dissertation project	
1.4. Expected completion of the doctoral studies (month/year)	

General instructions for completing the form

The given field sizes are not binding. If you need more space, you are welcome to add an additional text document to this form. This naturally also applies to schedules and project plans that have already been drawn up. You can also add these to this form.

2. Current status of the doctoral studies

Outline the current status of your doctoral project here as a basis for discussion at the progress meeting. Feel free to mark any open questions, problems or discussion requests.

Ideally, create the overview before your meeting and send the document to your supervision team so that they can prepare. This way you can make the conversation efficient, targeted and time-saving.

2.1 Brief report on the current status of the doctoral studies as well as the outline of a project plan, taking into account the goals achieved so far

2.2 List of qualification measures to be completed as part of the doctoral studies (in accordance with Section 7 (2) of the Doctoral Regulations)

	If not yet completed, probably planned for:
<input type="checkbox"/> Specialist colloquium	
<input type="checkbox"/> "Good Scientific Practice" course	
<input type="checkbox"/> further philGRAD course: <div></div>	

2.3 If applicable, any changes already made (to the previous concept, timetable, participation in qualification measures, etc.)

3. Progress report: Topics and results

Minute taker (usually the doctoral researcher)

3.1 Minutes of the progress meeting

3.2 Employment relationship and funding

☐

outside the University

☐

at University

☐

third-party funding / scholarship

☐

not specified

Percentage of working time spent on the dissertation:

%

3.3 How do you balance your doctorate with your job, family and other things?

3.4 How have you been managing your time and work schedule since the last annual meeting? What, if anything, should be changed?

3.5 Work and research plan for the next 12 months

4. Other information (optional)

Agreements, comments, further goals and recommendations can be recorded here by the supervision team that go beyond the points mentioned.

5. Signatories pursuant to the supervision agreement

5.1 Name of the doctoral researcher			
Date, place		Signature	
5.2 Name of the first supervisor			
Date, place		Signature	
5.3 Name of the second supervisor			
Date, place		Signature	
5.4 Name of another person involved (optional):			
Date, place		Signature	

**Information sheet on the annual progress reports in
accordance with Section 4 (11) and Section 7 (2)(b) of the
Doctoral Regulations of the Faculty of Arts and Humanities
dated 16 October 2017 (last amended on 10 March 2022)**

The **mandatory record of the annual progress meetings** held between you and your supervision team **at times derived from the date of final admission**, serves as an aid for conducting discussions and documenting the results. It supports you in a structured and transparent supervisory relationship.

Please record the joint progress meeting and submit the minutes, signed by all the participants, to the philGRAD co-ordination office:

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You are free to design your minutes as you wish. We recommend to use the model available on our website.

The following points must be clear from the minutes:

- ⇒ Name of the doctoral researcher (if possible on the first page)
- ⇒ Date of the progress meeting
- ⇒ Working title of the dissertation project
- ⇒ Record of results of the progress meeting
- ⇒ Planned completion of the dissertation (MM/YYYY)
- ⇒ Name and signatures of all attendees

The following points are recommended for the minutes:

- ⇒ Brief description of the dissertation project and the project plan, with particular reference to the objectives achieved to date
- ⇒ Work and research plan for the coming year
- ⇒ Planned participation in qualification measures for the coming year

Note: In the last point, please indicate in which areas you would like to further your education in the coming year and, if possible, which professional philGRAD workshops you plan to attend. Also list scientific workshops and conferences you would like to attend in the coming year.

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Recommendation for the conduct of the progress meeting

Your annual progress meeting should ideally take place with your supervision team (involving your first and second supervisors). This joint discussion will help you to clarify questions and agree on goals for the coming year.

Especially in times of the coronavirus, it is important to stay focused on the dissertation, to maintain certain structures and schedules. Modern media now make it possible for us to stay connected and communicate with each other using different channels, regardless of location. You can thus naturally also use media such as Skype, Microsoft Teams, Zoom or Webex, as well as telephone, for your progress meeting.

In that case, the necessary signatures of your supervisors can either be attached to the form by means of electronic signature or, if this is not possible, your supervisors are welcome to write a short e-mail to philgrad@hhu.de, briefly confirming that they participated in the progress meeting and agree with the contents of the minutes.