

**Information sheet on the annual progress reports  
according to § 4 para. 9 of the doctoral regulations of the  
Faculty of Arts and Humanities dated 16.10.2017**

The obligatory annual record of the progress meeting between you and your supervision team serves as a support for the discussion and documentation of the results. It supports you in a structured and transparent supervisory relationship.

Please record the joint progress meeting and return the minutes, signed by all participants, to the philGRAD coordination office:

**To the Graduate Academy philGRAD**

Heinrich Heine University Düsseldorf  
Faculty of Arts and Humanities  
Building 24.51, Level 01, Room 24  
Universitätsstr. 1  
40225 Düsseldorf

**Remark:**

Due to the COVID-19 pandemic, you are welcome to send the form signed by all participants and any attachments as a scan by email to:  
philgrad@phil.hhu.de.

**You are free to design your protocol as you wish. We recommend that you use the sample we have made available on our website.**

**The following points must appear from the minutes:**

- ⇒ Name of the doctoral candidate (if possible on the first page)
- ⇒ Date of the progress meeting
- ⇒ Working title of the dissertation project
- ⇒ Minutes of the progress meeting
- ⇒ Planned completion of the dissertation (MM/YYYY)
- ⇒ Date of the next progress meeting
- ⇒ Name and signature of all participants in the discussion

Faculty of  
Arts and Humanities  
Dean' Office

**PhD Office**

**Dr. Julia Siep**

Phone: +49 (0)211 81-12937

E-Mail: siep@phil.hhu.de

Building 24.51

Level 01 Room 21

**philGRAD**   
Faculty of Arts and Humanities  
Graduate Academy Düsseldorf

**Graduate Academy philGRAD**

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Managing Director

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Building 24.51

Level 01 Room 24

**Heinrich Heine University  
Düsseldorf**

Universitätsstraße 1  
40225 Düsseldorf

[www.hhu.de](http://www.hhu.de)

**The following items are recommended for the protocol:**

- ⇒ Brief description of the dissertation project and the project plan with particular consideration of the goals achieved so far
- ⇒ Work and research plan for the coming year
- ⇒ Planned participation in qualification measures for the coming year

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

**Recommendation for the implementation of the supervision meeting**

Your annual supervision meeting should ideally take place with your supervisory team (in accordance with the supervision agreement pursuant to the doctoral regulations of 16.10.2017 with the participation of your first supervisor and mentor). The joint discussion helps you to clarify questions and agree on goals for the coming year.

Especially in times of Corona, it is important to stay on the ball with your dissertation and to maintain structures and schedules. Modern media now make it possible for us to stay in touch and communicate with each other on various channels, regardless of location. So, of course, you can also use media such as Skype, Microsoft Teams, Zoom or Webex as well as the telephone for your progress meeting.

In this case, the required signatures of your supervisors can either be added to the form by means of an electronic signature or, if not possible, your supervisors are welcome to write a short email to [philgrad@phil.hhu.de](mailto:philgrad@phil.hhu.de) in which they briefly confirm that they have participated in the progress meeting and accept the contents of the minutes.

**Progress Report**  
**according to § 4 para. 9 of the doctoral regulations of the**  
**Faculty of Arts and Humanities dated 16.10.2017**

All participants in the progress meeting receive a copy of the progress report. The progress report must be submitted to the doctoral committee at any time upon request.

**Important:** Please submit a copy of your annual progress reports to the Coordination Office of philGRAD:

**Graduate Academy philGRAD**  
**of the Faculty of Arts and Humanities**  
Heinrich Heine University Düsseldorf  
Building 24.51, Level 01, Room 24  
Universitätsstr. 1  
40225 Düsseldorf

**Annotation:**

Due to the COVID-19 pandemic, you are welcome to send the progress report signed by all participants as a scan by email to philgrad@phil.hhu.de.

**Declaration of consent**

I hereby declare my consent to the collection, automated storage and processing of personal data by the Dean's Office of the Faculty of Arts and Humanities of the Heinrich Heine University of Düsseldorf in the course of the doctorate for the purpose of fulfilling statutory duties and for the purposes of legislation and planning in the higher education sector in accordance with the provisions of the current Higher Education Statistics Act within the framework of the doctoral procedure. The type and scope of personal data are listed under point 7.

Regular transmission or forwarding takes place to the NRW State Office for Data Processing and Statistics in relation to the survey characteristics of the applicable Higher Education Statistics Act as well as to the statistics department of the administration of the Heinrich Heine University Düsseldorf for the purpose of presenting the higher education statistics.

Faculty of  
Arts and Humanities  
Dean's Office

**PhD Office**

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## 1. General information

### 1.1 Doctoral researcher

☐ Ms ☐ Mr

Surname(n)

First name(s)

### 1.2 Date of the progress meeting

### 1.3 Working title of the dissertation project

### 1.4 Expected completion of the doctorate (month/year)

## General instructions for filling in

The field sizes provided are for illustrative purposes only. If you need more space, you are welcome to add an additional text document to this form. Of course, this also applies to already created time and project plans. You can also add these to this form.

## 2. Current status of the doctorate

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

Ideally, create the overview before your interview and send the document to your supervisory team for preparation. In this way, you can organise the interview efficiently, purposefully and in a time-saving manner.

### 2.1. Short report on the current status of the doctorate as well as the outline of a project plan, taking into account the goals achieved so far.

(continued 2.1)

2.2 Any changes already made (to the previous concept, timetable, participation in qualification measures, etc.)

### 3. Progress report: topics and results

Recorder (usually the doctoral student)

#### 3.1 Minutes of the progress meeting

(continued 3.1)

### 3.2 Work and research plan for the next 12 months

#### 4. Additional information (optional)

At this point, agreements, comments, further goals and recommendations by the supervision team can be recorded.

#### 5. Date for the next progress meeting (month/year)

#### 6. Signatories according to the supervision agreement

6.1 Name of the doctoral candidate :

Date, place

Signature

6.2 Name of the supervisor

Date, place

Signature

6.3 Name of the mentor

Date, place

Signature

6.4 Name of another person (optional):

Date, place

Signature

#### 7. Annex, explanations on the collection of personal data

From the notification of the doctoral project in the Faculty of Arts and Humanities of the Heinrich Heine University Düsseldorf until the completion of the doctorate, the following personal data will be processed over the entire period:

- a) Personal details (title, name, date and place of birth, country of birth, gender, nationality, matriculation number, contact address, e-mail address, telephone number);
- b) Information on the educational pathway (e.g. acquisition of higher education entrance qualification, type/name/state of higher education institution, periods of study, matriculation/exmatriculation, subject(s) studied, type and grade of degree or final examinations);
- c) Information on the dissertation (e.g. type/name/state of the university, doctoral subject, type of dissertation, overall grade of the doctorate, topic, supervisor, mentor, degree).
- d) Periods of employment at the university, scholarships, cooperations (with universities of applied sciences, bi-national doctorates, etc.), international study visits.