

**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's 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

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Building 24.51

Level 01 Room 24

**Heinrich Heine University
Düsseldorf**

Universitätsstraße 1
40225 Düsseldorf

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 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:

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Arts and Humanities

Dean's Office

PhD Office Dr.

Julia Siep

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1. General information

1.1 Doctoral researcher

Ms

Mr

Surname(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 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.

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. Information on personal data collection and processing

I have taken note of the information on data protection for doctoral students.

Privacy Policy

Information on data processing and data protection for doctoral researchers

Dear doctoral researchers,

Below in this document, you will find information about personal data processing at the Faculty of Arts and Humanities of Heinrich Heine University Düsseldorf pursuant to Article 13 of the EU General Data Protection Regulation (GDPR).

Your personal data are required and must be processed for the purposes of your application as doctoral researcher, provisional acceptance as doctoral researcher, final acceptance as doctoral researcher, conclusion of the Supervision Agreement, the actual supervision, administration and implementation of your doctoral project and your further education and qualification as doctoral researcher at the Faculty of Arts and Humanities of Heinrich Heine University.

Controller pursuant to Article 4 (7) of the GDPR	Heinrich Heine University Düsseldorf Dean's Office Faculty of Arts and Humanities Doctoral Studies Office and Graduate Academy philGRAD Universitätsstr. 1 40225 Düsseldorf Phone No.: +49 211 81-12937 - 13134 Fax No.: +49 211 81-12244 Email: julia.siep@phil.hhu.de, simone.brandes@hhu.de
Data Protection Officer	Heinrich Heine University Düsseldorf, Data Protection Officer Universitätsstr. 1 40225 Düsseldorf Phone No.: 0211/81-13060 Email: datenschutz@hhu.de

Version: March 2021

Purposes of processing Data that are processed about you	<ul style="list-style-type: none"> - Keeping a central registry of doctoral researchers - Decentralised administration of the doctoral examination procedures - Fulfilment of central and decentralised documentation and reporting obligations - Data collection within the university-wide doctoral studies quality assurance system - Evaluations of research projects at Heinrich Heine University
Use for other purposes	<ul style="list-style-type: none"> - None
Legal basis	<ul style="list-style-type: none"> - Article 6 (1)(e) of the GDPR, in conjunction with Article 6 (3)(b) of the GDPR and Article 6 (1)(b) of the GDPR - Sections 3, 48, 60 and 67 of the NRW Universities Act (HG NRW) in conjunction with the enrolment regulations and the doctoral regulations of the Faculty of Arts and Humanities - Sections 7, 8 of the NRW Universities Act (HG NRW) in conjunction with the university's evaluation regulations - Article 17 of the NRW Data Protection Act (DSG NRW) (for research data) - Article 18 of the NRW Data Protection Act (DSG NRW) (for employee data) - If you apply for admission of external mentors and experts, the transfer of your personal data to these persons is based in legal terms on your supervision agreement/supervision contract in accordance with Article 6 (1)(b) of the GDPR. - If you subscribe for the Graduate Academy philGRAD newsletter or register for an event held by the philGRAD Graduate Academy, the processing is carried out on the legal basis of your consent.
Data Categories of your data that are being processed, in each case as far as necessary for the relevant purposes	<ul style="list-style-type: none"> - Personal details - Contact details - Details of the supervision/doctoral researcher agreement - Details of the university degree qualifying the researcher for a doctorate - Further university degrees - Highest school-leaving qualification - Information on the acceptance decision - Doctorate profile - General conditions of the doctorate - Information on qualification measures - Information on closing date / extension - Information on suspension - Information on the examination procedure - Information on the examination result - Assignment to department

	<ul style="list-style-type: none"> - Publication details - Data on the file being closed - User data of the doctoral researcher - User data of the employees - Log data (access data and change data)
Categories of recipients Persons to whom the data required for the respective purpose must be disclosed (by means of transmission or granting of access; this applies only when the relevant activities are impossible without linking them with a specific person)	Internal <ul style="list-style-type: none"> - Doctoral Studies Office, Graduate Academy philGRAD and Dean's Office of the Faculty of Arts and Humanities - University library - University administration - University Computer Centre - Quality Management - University Archives External <ul style="list-style-type: none"> - State Statistical Office - Parties and support bodies in the defence of claims and legal proceedings - We will transfer your personal data to external mentors and experts where you have personally applied for their admission.
Transfer to third countries (outside the EU or countries accepted by the EU with an equivalent level of data protection)	We also transfer your personal data to external mentors and experts in third countries outside the EU in accordance with your supervision agreement.
Storage periods	<p>After completion of your doctoral examination procedure (discontinuation due to incomplete registration, rejected acceptance, termination, failed examination or successful award of the degree), your data will be stored for different periods of time depending on the purpose of use before they are finally deleted.</p> <p>The relevant storage periods are governed by the university's Guidelines on storing, sorting, archiving and destruction of documents of 28 September 2018 (Official HHU Publication No. 43/2018)</p>
Data origin	The data are collected from you
Your rights	<p>Access to information about the personal data concerning you (Article 15 of the GDPR)</p> <ul style="list-style-type: none"> - Rectification of your data (Article 16 of the GDPR) - Erasure of your data (Article 17 of the GDPR) <p>provided that there are no obligations to keep the data</p> <ul style="list-style-type: none"> - Restriction of processing (Article 18 of the GDPR) - Right to data portability (Article 20 of the GDPR) - Complaint with the competent State officer for data protection