

# GHS Progress Report

This is a document in which progress within the PhD program and the research project is recorded and evaluated annually.



## PROGRESS REPORT OVERVIEW

### Learn about the GHS Progress Report

Doctoral candidates keep a record of all activities performed during the entire year, starting one year after the student's official application to the GHS. These activities are carefully recorded in the annual Progress Report (PR) and include, course lectures, exams, meetings with Co-referee, visits to conferences, publications, etc.

Additionally, research work is recorded on this form.

The PR form is a "living document", a type of document that is created with a defined mechanism and process to edit, manage, control, review, revise, update, share and communicate each updated version of the document accurately and efficiently.

Any changes in your doctoral studies throughout your program must be reflected (documented and visually highlighted) in your Progress Report.

Process:

1. Refer annually to the table above for the dates relevant to you. Verify, using the date in the form footer, you have the most current version of the form. The latest version is available for download from the GHS Website.
2. First progress report - Document all relevant activities between your GHS registration date and the 1st year anniversary of your application date. Please attach this file to your Progress report in which you describe your research and current stand of the research progress in form of an article (Background, Methods, Results, Discussion, Outlook)
3. Second and subsequent progress reports - Add all relevant appropriate activities (for the year between last year's Progress Report and the anniversary of your application in the current year). Prepare a cumulative report for each subsequent year. The current report year's information is added to the previous year's or years' document(s).

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### SAVE THE DATES RELEVANT TO YOU

APPLICATION Date	Progress Report REMINDER	Progress Report DUE DATE (Beginning 1st year after APPLICATION)
January 10	February 1	March 1
May 1	May 15	June 15
September 1	September 15	October 15

4. Verify all relevant publications are properly affiliated to the GHS and registered in BORIS.
5. Attach 2 to 3 pages to the form for last years' results summarizing Research Progress. As Section 5 fills up, instead of writing in the designated field in section 5 "Research Progress", you may attach a separate document with the research report. In this case, please remember to merge this document with the rest of the form into one single PDF file.
6. Sign and Date the form, together with the Advisor and Co-Advisor, indicating the place (city) where signed - the Progress Report is a legal form.

### FKIII - Only

Your mentor is responsible for evaluating your Progress Report. Email (and copy to [info@ghs.unibe.ch](mailto:info@ghs.unibe.ch)) the completed Progress Report and blank Evaluation Form to your mentor.

### Submission Instructions

- 1) convert the completed form to PDF;
- 2) verify dated and signed (see point 4 above);

January 4, 2021