**PhD Program: Progress Report**

**Period: from** Click or tap to enter a date. **to** Click or tap to enter a date.

*Use the same form each year, gradually adding information to produce a cumulative report.*

*To achieve the defense it is mandatory to complete and send this document annually.*

*The doctoral agreement must be consistent with the information reported below.*

|  |  |
| --- | --- |
| **Name** |  |
| **Matriculation number** |  |
| **E-mail address** |  |
| **Office address** |  |
| **Title of research project** |  |
| **Expert Committee** |  |

|  |  |
| --- | --- |
| **Thesis advisor** |  |
| **Co-Thesis advisor** (if any) |  |
| **Co-referee** |  |
| **Mentor** (FKIII only) |  |
| **Starting date** (dd.mm.yyyy) | Click or tap to enter a date. |
| **Application date** (dd.mm.yyyy) | Click or tap to enter a date. |
|  |  |
| **1st year examination (Theme):** |  |
| **Date** (dd.mm.yyyy) **/ Grade** | Click or tap to enter a date. |
| **Names of examiners** |  |
|  |  |
| **2nd year examination (Theme):** |  |
| **Date** (dd.mm.yyyy) **/ Grade** | Click or tap to enter a date. |
| **Names of examiners** |  |

**1. Meetings with Thesis advisor or Co-thesis advisor**

[ ]  **Once a week**  [ ]  **More than once a week** [ ]  **Once a month** [ ]  **less than once a month**

**2. Meetings with Co-referee (mandatory twice a year)**

|  |  |
| --- | --- |
| **Date**(dd.mm.yyyy) | **Remarks** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**3. Courses/Lectures/Seminars with ECTS and Grades (min. 18.0 ECTS)**

* 1. **Mandatory Requirements (min. 3 ECTS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **ECTS** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. **Core Courses (2 to 4 ECTS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **ECTS** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. **Method Skills (4 to 6 ECTS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **ECTS** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. **Special Knowledge (min. 6 ECTS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **ECTS** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4. Research Presentations**

|  |  |
| --- | --- |
| **Date** | **Internal presentations of research results: Title/place** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Date** | **Presentations at national meetings: Title/meeting** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Date** | **Presentations at international meetings: Title/meeting** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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

***Please check whether you***:

[ ]  have already added the GHS affiliation on each single publication

[ ]  have already registered your publications in BORIS

(Verify in BORIS: <http://boris.unibe.ch/cgi/search/advanced> and search for GHS publications).

If your publications are not registered, register them. Publications can be registered retrospectively *and* should be **linked to the GHS.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Journal** | **Status\*** | **Type\*\*** | **Title/Authors** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

*\*\** ***Please indicate type of publications:* (OA)** = original article; **(SR)** = systematic review; **(MA)** = meta-analysis; **(NR)** = narrative review

**6. Research and clinical periods (only for candidates doing a PhD in Clinical Sciences)**

Please specify below the periods for research or clinical work, respectively.

|  |  |
| --- | --- |
| **Research work** | **Clinical work** |
|  |  |
|  |  |
|  |  |
|  |  |

**7. Interviews on further career path (**[**guidelines**](https://www.ghs.unibe.ch/phd_program/progress_report/index_eng.html)**)**

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: Date:

**8. Research Progress**

**Instruction:** Please compile your research progress in a *separate* document, for the first year referring to your application project.

For each following report refer to the goals set in the previous one.

For each goal you set, report your progress (this is what you could do, this is not achieved yet, this is what you couldn’t do for the following reasons).

Include the following sections:

1. **Short Introduction of the study**
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 GHS (info.ghs@unibe.ch).

Please check the relevant research period:

[ ]  1st Year Report

[ ]  2nd Year Report

[ ]  3rd Year Report Indicate planned date of thesis submission: …………………………………

[ ]  4th Year Report Indicate planned date of thesis submission:…………………………………

**9. Comments (3rd & 4th year: indicate planned date of thesis submission above)**

|  |
| --- |
|  |

**Place and date** (mandatory) **Signature of the candidate** (mandatory)

**Place and date** (mandatory) **Signature of the thesis advisor** (mandatory)

* Please submit the **dated and signed** Progress Report form with **attached Research Progress document** as one single, merged PDF file to info.ghs@unibe.ch