

**Faculty of ....**

**Department of ...**

**Doctoral Program - Annual Progress Report No....**

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Completion Instructions: The Form is completed by the PhD candidate every 12 months from the start of study and is submitted to the Advisory Committee through the Research Supervisor for information and comments, which will be discussed between the Supervisor and the student. The final text is signed by the student and the supervisor. Along with the text, each year the student needs to attach a recent CV.

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**Annual Progress Report No:**

**Progress Report Timeout:**

**Date of submission:**

General elements:

Student Name/Surname:

Research Supervisor:

Members of the Advisory Committee (Name, University):

Doctoral Thesis Title:

Type of study (full, partial):

Date of admission to the program:

Expected date of completion of dissertation:

**Summary of research work (max . 300 words)**

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## **A. REPORTING PROGRESS RELATING TO PREVIOUS YEAR**

**Work Stage (1-2 pages):** The course of the project so far is reported, and specifically describe the research activities which were carried out during the previous semester and their results (e.g., proposal submission, bibliographic review, data collection, data analysis, preliminary findings, writing of funds, etc.) depending on the research stage.

**Assessment of degree of fulfillment / deviation from goals (½-1 page):** Relative to goals as described in the last progress report.

**Description of difficulties, obstacles, and constraints:** Report significant problems or difficulties observed and prevented the smooth development of the work.

**Changes and modifications to the original objectives:** In case of deviation from the original objectives (as described in the research protocol and/or in the annual progress reports), the necessary modifications are described.

## **B. PLANNING ACTIVITIES FOR THE NEXT YEAR**

**Description of Research Goals for the next twelve months:** Indicate both the immediate goals (activities planned to be completed next year) and longer-term goals (activities that will be rolled out but not necessarily completed next year) e.g. completing a research phase, analyzing data, submitting a conference paper, writing a chapter / article, etc. (½-1 page).

**Expected difficulties and suggested solutions:** Description of expected difficulties and obstacles in the smooth development of the project and suggestions for resolving potential problems or alternatives.

**Personal development:** Suggestions for achieving research, learning or professional goals and personal development (e.g. attending courses, training programs, attending conferences, organizing events, teaching assignments, etc.)

**Overall assessment of project progress and student self-assessment:** A Brief Assessment of progress from start-up to present and Self-Assessment: strengths, weaknesses and needs (½ page)

## C. TEACHING AND OTHER PROGRAM REQUIREMENTS

### Doctoral Studies Courses

If the program requires coursework, write down below what you have attended so far, while with a future date note what you plan to attend in a later academic semester.

Code/Course Title	ECTS	Semester
.....	.....	.....
.....	.....	.....
.....	.....	.....

Please note the date on which the following were completed or scheduled:

Project Proposal:

Comprehensive examination:

Dates of annual progress reports submitted:

Presentation at the annual PhD student Conference:

Other courses / seminars:

Other activities:

### Attendance of courses / seminars

Indicate if, in addition to what is required by the program, you have attended classes, training seminars or workshops. Indicate the title, date and duration of each.

## D. RESEARCH ACTIVITIES

Submission and publication of papers in journals

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Presentations at scientific conferences

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Attending non-reviewed conferences / workshops / training programs, etc.

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## E. TEACHING TASKS OR OTHER ACTIVITIES

Teaching tasks (e.g. teaching assistant) or other contribution to the teaching work of the Department

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Participation in other research activities

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Other activities (e.g. participation in committees / professional organizations and associations, organizing events, etc.)

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## F. COMMENTS BY THE STUDENT / THREE

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Signature (student)

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Date

## G. COMMENTS BY THE ADVISORY COMMITTEE

(Progress Assessment, Proposed Actions, Programming):

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Signature of Research Advisor  
(on behalf of the Advisory Board)

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Date