

Progress Report – Recommended Template

Dear Doctoral Student

The purpose of this document is to keep track of your progress during your doctorate. It should act as a living instrument to shape your research work in an efficient way.

*Please also check whether your Department sets additional requirements and if a specific template is available. If this is the case, **follow the indications of your Department.***

The outline presented here is structured to meet the requirements of the Doctoral Ordinance (Art. 29) and the Rector's Implementation Provisions for the Ordinance on the Doctorate (Item 9.1)

Basic Information

Student number	_____	Department	_____
Name Doctoral Student	_____	Doctoral Programme (if applicable)	_____
Name Supervisor	_____	Start of Doctorate	_____
Name Second advisor	_____	Date of Aptitude Colloquium	_____
		Expected Date of Thesis submission	_____

Tentative title of the doctoral thesis

1. Abstract

Present the background of your research project, list its main goals, describe the methods to be used and the expected results as well as their impact for the field and beyond.

2. Progress to Date

Present the research work you have undertaken since your last progress report, describe the results obtained (including publications) as well as the relevance of these undertakings for your project. Link your work and results to the feedback and steps you had agreed on in your last annual conversation. Also describe your "negative results": if something went wrong, what could you learn from this? How did this change the direction of your project?

3. Significant changes from the research proposal of the doctoral plan

Describe shortly if there have been significant changes from the original project plan and explain why.

4. Potential next steps

Describe which next steps you plan to do in your research work.

5. References

List the sources of all work referred to in the research proposal. Give the full reference, especially the title, source and full author list (use a style commonly adopted in the field of your research).