

Annual Status Conversation

Date, Time, Place

Doctoral Candidate

Name, Date, Signature

Doctoral Thesis Supervisor

Title, Name, Date, Signature

Current duration of the doctorate (years/months)

Start and planned end date of the doctorate

Assessment of the doctoral candidate and work situation in the research group Comments Doctoral Thesis Supervisor

Comments Doctoral Candidate

Goals and agreements until the next annual status conversation

Career and personal development of the doctoral candidate and, if necessary, the appropriate measures that need to be taken

Comments Doctoral Thesis Supervisor

Comments Doctoral Candidate

Goals and agreements until the next annual status conversation

**Please note:**

* **The subject of the annual status conversation is the assessment of the doctoral candidate, the situation within the research group, career and personal development and, if necessary, the appropriate measures that need to be taken.**
* Doctoral candidates write an annual progress report in preparation for the annual status conversation. The annual progress report is sent by the doctoral candidate to the thesis supervisor.
* A copy of the signed protocol of the annual status conversation is sent by the doctoral thesis supervisor to the second advisor for his or her information.
* **The doctoral thesis supervisor and the doctoral candidate are obliged to keep the signed document until dematriculation.**