ETH

Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

Progress Report

The progress report (<u>**to be stored by the thesis supervisor and the doctoral student**</u>) deals with the doctoral project and the research work. In preparation for this, the doctoral student writes a progress report, which forms the basis for the discussion of the research progress achieved and submits it two weeks before the annual status conversation. It is recommended to consult the second advisor.

Name of doctoral student	
Beginning of doctoral studies	
Name of supervisor	
Name of second advisor	
Name of additional examiner	
Tentative title of the doctoral thesis	

Research Progress and Outlook

It requires a written summary of the research progress to date, according to the below general outline. Please provide a proper report either using this template or by including a separate PDF.

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 since the last report

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. 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).

Annual Report

*It aims to provide an early-warning system in problematic cases of student-supervisor relationships, to reduce the student/supervisor asymmetry, to formalize the supervisor's funding commitment, and to demonstrate the two-way commitment between doctoral student and supervisor. **The Annual Report must be submitted to the MAVT Doctoral Administration.***

Both parties are aware that the Head of Department and the Delegate of Doctoral Affairs are available and can be contacted (confidentially if desired) for advice or assistance related to any aspects of doctoral studies. The current contacts can be found at https://www.mavt.ethz.ch/doctoral-studies/advice.html

Name of student: _____   Name of supervisor: _____

Beginning of doctoral studies: _____/_____ (month/year)   Name of co-examiner: _____

Date of research project submission: _____/_____ (month/year)   Expected date of thesis submission: _____/_____ (month/year)

With the exception of external theses, the supervisor guarantees that the doctoral student receives a remuneration (salary, stipend, fellowship, etc.) in accordance with the Ordinance governing scientific employees. This commitment to funding shall be valid until the date of thesis submission to the co-examiner. In exceptional cases (e.g. unsatisfactory performance), the commitment to funding may be terminated prematurely by the supervisor after written approval through the head of the department.

Improvements recommended, changes needed, measures to be taken:

Critical issues with no agreement on the measures to be taken:

Date   Signature(s) of supervisor and professor responsible for funding   Signature of doctoral student

Annual Status Conversation

The purpose of this document is to guide you through the annual status conversation. It consists of 2 separate parts.

In the first part, you will talk about the research project, its current status and next steps. Here, it might be beneficial to include the second advisor. Basis for this part is the progress report. The second part should be solely between the doctoral student and the doctoral thesis supervisor. There you should give bi-directional feedback, talk about general working conditions and development potentialities.

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 9.2).

If a template is needed please use the one following this link:
https://ethz.ch/content/dam/ethz/associates/students/doktorat/files/Standortgespr%C3%A4ch_Vorlage_2022.pdf

Part 1 Research and Doctorate

- What are the recommendations/feedback about the latest progress on the research project (based on the progress report)? (add more pages, if needed)

- What are the next steps/experiments? If the doctoral thesis submission takes place within the next year, what are the final steps and the agreed procedure for thesis writing?

Doctoral studies

- What is the current state of the doctoral studies (regular and extended)?

- Are there courses / workshops / conferences recommended to take or go to?

Teaching responsibilities and further tasks

-Did the teaching responsibilities change since the agreement in the doctoral plan? If yes, how? Do both sides agree to these changes?

-Did further tasks change since the agreement in the doctoral plan? If yes, how? Do both sides agree to these changes?

Part 2 Appraisal, Career & Personal Development

Assessment of skills – Feedback to Doctoral Student

Knowledge-base
e.g., subject knowledge, research methods, info seeking, critical thinking, problem solving, creativity

Personal effectiveness
e.g., self-management, project management, enthusiasm, responsibility, results orientation, networking, continuing professional development

Working-with-others
e.g., teamwork, communication, collaboration, knowledge transfer, integrity, collegiality

Working environment – Feedback to Supervisor

Communication
e.g., regularity of meetings, appreciative/constructive feedback, clear expectation management

Support
e.g., support in dissertation project, support in personal, professional and career development

General work environment / condition
e.g., working climate in the team, respectful cooperation, reconciliation of work and family life, vacation, conflicts, general satisfaction

Career and personal development
-Does the doctoral student already have plans for his/her next career steps?
-Which competences should the doctoral student strengthen to fulfill the expectations regarding the doctoral thesis project?
-Which transferable skills should the doctoral student strengthen to reach her or his career goals?
(Recommendations by the supervisor/wishes of the doctoral student)