**Purpose and Importance**

Biannual progress meetings are a crucial opportunity to engage with your mentor team, aiming to optimize your thesis success through insightful discussions and guidance. Approach these sessions seriously, providing detailed insights into your achievements and future plans. The provided electronic form offers ample space to elaborate on your progress and strategies.

**Preparation and Report Distribution**

Distribute a comprehensive report to all committee members well in advance. This allows everyone to review the material and come prepared for a substantive discussion. If you have a presentation, include it as an appendix to cater to those who prefer visual aids or concise summaries.

Ensuring materials are provided beforehand maximizes meeting productivity and enables meaningful contributions from all participants.

**Meeting Format Considerations**

While online meetings offer flexibility, they may not be as effective as in-person gatherings. Prioritize in-person interactions whenever feasible to foster more fruitful discussions and deeper connections.

**Handling Absences**

Include your entire thesis committee in the meetings. If not all supervisors could attend, organize a supplementary session for those who were absent. Active engagement from all supervisors ensures comprehensive input and representation.

**Meeting report submission**

Submit a complete report that incorporates your progress and achievements, the research training plan, next meeting date as well as additional feedback from the entire supervisory team. Please make sure, that all fields are filled with sufficient information.

**Summary Checklist:**

1. **Prepare a detailed report** on your progress and plans.
2. **Distribute the report well in advance** to all committee members.
3. **Include a presentation as an appendix** if applicable.
4. **Consider the format** and prioritize in-person sessions.
5. **Organize supplementary sessions** for any absent supervisors.
6. **Submit a complete report** with insights from the supervisory team.

By following these guidelines, your progress meetings will be productive, engaging, and beneficial for your thesis development.

**Biannual Progress Report**

**Thesis Committee and Medical Doctoral Researcher Meeting**

Please complete the form (4 pages) during the meeting and have it signed by all attendees.

To **submit the report**, please log in to Open Campus (<https://gsls.cloud.opencampus.net/>) and upload it directly to your account in the "GSLS Main Menu" under "My Reports."

**Check appropriately:**

Biannual Meeting 1  Biannual Meeting 2 (if applicable)

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| **General information** |
| **Medical Doctoral Researcher**  Family Name:  First Name: |
| **Title of thesis**    **Projected date of completion:**   /   / |
| **Date** of previous start-up/biannual meeting:   /   / |
| **Venue** (to be completed only if the meeting took place outside the University of Würzburg) |

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| **Meeting** |
| **Date of meeting:** |
| **Supervisors attending the meeting:**  1.  in person  via video conference  via phone  2.  in person  via video conference  via phone  3.  in person  via video conference  via phone  4.  in person  via video conference  via phone  Extraordinary meeting with */* Date      / Venue |

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| **Progress & achievements, difficulties encountered, actions to be taken** |
| 1. **Achievements**   What has the candidate achieved over the past 6 months? |
| 1. **Progress**   Is the candidate making satisfactory progress? Yes  No  Are there sufficient entries in the study book? Yes  No |
| 1. **Please indicate factors that may have slowed down progress over the past year**   Theoretical background  Practical experience  Access to books/equipment  Settling in  Communication with others  Interruption to supervision  Understanding work expected  Financial issues  Health/Personal  Others  (please specify):  **Please indicate what steps have been taken or will be taken to overcome the difficulties:**    If you wish to make any further comments on the candidate’s progress, please do so here: |

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| **Research training plan for coming 6 months** |
| **A. Scientific work programme**  (examples: establishment of new method, oral presentation at international congress)    **Publication(s):**  (please indicate the number of manuscripts and their status)    published    submitted    in revision    rejected     (please specify key information for each publication released, e.g. journal name, date of publication, list of authors, etc.):    Coauthorship Yes  No  Number of manuscripts in preparation    (please describe your plans, preliminary title, etc.): |
| **B. Educational programme**  Lectures  Language courses  Workshops  Transferable skills  (please specify):    Practical courses  Research stay abroad  Conferences  Others  (please specify): |

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| **Next meeting** |
| **Is a final, consolidation meeting for the end of the project recommended?**  Yes  No  **Projected date of next biannual meeting:**   /   / |

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| **Additional comments** |
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| **Please sign the form and return to the GSLS Office** |
| **1st Supervisor Name**:  Signature:………………………………………………… Date……………………………  **2nd Supervisor Name**:  Signature:………………………………………………… Date……………………………  **3rd Supervisor Name**:  Signature:………………………………………………… Date……………………………  **4th Supervisor Name**:  Signature:………………………………………………… Date…………………………… |
| **Medical Doctoral Researcher Name:**  Signature:………………………………………………… Date…………………………… |

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| **GSLS Office use only**  Date of receipt:……………………………… Initials…..…………………………  Date checked:………………………………. Initials…..…………………………  Date returned for amendment (if applicable):…………………… Initials……………………………. |