**Purpose and Importance**

Annual 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.

**Extension Requests**

If your report additionally includes a request for a 4th-year extension, upload your report again under “My Extension Requests.” Otherwise, we cannot process your request.

**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.
7. **Apply for extensions** through the "GSLS Main Menu," ensuring all required documents are submitted.

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

**Annual Progress Report**

**Thesis Committee and 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:**

1st year Meeting [ ]  2nd year Meeting [ ]  3rd year Meeting [ ]  final Meeting [ ]

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| **General information** |
| **Doctoral Researcher**Family Name:      First Name:       |
| **Title of thesis**      **Projected date of completion:**   /   /      |
| **Date** of previous annual meeting/start-up 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 12 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 [ ]  Language skills [ ] Intercultural problems [ ]  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:     **For final year candidates only:**Do you expect the candidate to submit the thesis on time? Yes [ ]  No [ ] If **NO**, do you want to apply for an extension? Yes [ ]  No [ ] (only possible for 4th year, maximum extension period via report form = 1 year, extensions thereafter via Dean)The candidate probably needs       months of extension.Please summarize plans for the extension period.      |

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| **Research training plan following year [ ] / final year [ ]**  |
| **A. Scientific work program** (examples: establishment of new method, oral presentation on international congress)     **Publications:** (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.):      First authorship Yes [ ]  No [ ] Number of manuscripts in preparation    (please describe your plans, preliminary title, etc.):      |
| **B. Educational program** (what actions are recommended for the next 12 months)Lectures [ ]  Language courses [ ] Workshops [ ]  Transferable skills [ ]  (please specify):      Practical courses [ ]  Research stay abroad [ ] Conferences [ ]  Others [ ] (please specify):       |

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| **Next Meeting** |
| **Projected date of next annual 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…………………………… |
| **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…………………………….. |