

Ph.D. Yearly Report Form

All Ph.D. students **from the 2nd year** on have to provide a yearly research report in the Spring term. The submission consists of three items:

- Yearly Report
- Updated CV
- Updated Progress to Degree form (this form will be added on by the ADGS but students have to make sure that their Progress to Degree form is up-to-date for the submission)

The Yearly Report should be **400-600 words** long. It should include research activities, publications, grant work, particular project work (e.g. in an ongoing personal research project or contributions to a larger funded project), conference presentation, events and event organization, project presentations, workshop attendances, papers and projects submitted, posters presented, internships (where applicable) and any other work that contributed to their individual research during the last year.

This report is a **narrative** of the student's research efforts. It is not meant to be a disjointed list but connect contributions to present to the faculty how progress was made through different endeavors. It should clarify how the key activities added to the student's overall academic goal.

The faculty will vote on the submitted reports along three categories:

- 1) pass (the work is sufficient; this does not preclude the faculty from providing suggestions for improvement)
- 2) pass with warning (the work is overall sufficient but needs improvement in particular areas; these areas are identified and possible steps for improvement are provided in the feedback)
- 3) fail to pass (the work does not meet the standards of the program; the insufficiencies are identified and necessary steps for improvement are provided).

All reports have to be submitted via email to the ADGS by the set due date.

Ph.D. Yearly Report Form

Name: _____

Date: _____

Advisor: _____