**Instructions for Filling in the Progress Report**

The progress report is conceptualized as a “living document”. This means that each year you add new data to this file and send it as a word file to gsl@unilu.ch. Please indicate fresh details concerning the last year reported on by setting an asterisk (\*) in front of the first word of the reported detail, i.e. at the beginning of the line. Instead of signatures by you and your supervisor, we also accept confirmations by e-mail accompanying attached progress reports. Parts highlighted in light orange need to be filled in. The rest is optional and helps you and the GSL prepare the academic record you will receive after graduating from your doctoral studies.

# Personal Data

|  |  |
| --- | --- |
| Last Name |  |
| First Name |  |
| Enrolled in GSL since  |  |
| Status (research assistant / scientific staff, or independent doctoral student)  |  |
| Working Title of Dissertation |  |
|  | Affiliation |
| First Supervisor |  |  |
| Second Supervisor |  |  |
| To be indicated starting with reports after the second year |

## Progress Report of Year?

Which year has been completed before handing in this report? Choose from the drop down menu and/or comment on year in the commentary section.

|  |  |  |
| --- | --- | --- |
| Year | Submission Date | Commentary |
| Choose year. |  |  |

## Signature by Doctoral Student

|  |  |
| --- | --- |
| Date | Signature |
|  |  |

## Validation of Progress Report by First Supervisor

**Note to supervisor:** Please pay special attention to the parts tinted in light orange below.

|  |  |  |
| --- | --- | --- |
| Signature (on print-out, digital or per e-mail confirmation) | Commentary Supervisor | Commentary GSL Office |
|  |  |  |

# Mandatory Achievements

## Annual Mandatory Talk with Your First Supervisor

In case you report over the course of several years, insert more lines

|  |  |
| --- | --- |
| Date at which talk took place | Commentary |
|  |  |

## Additionally Required Study Achievements (“Studienauflagen”)

This category of achievements only applies to you in case your enrollment as a doctoral student at the UNILU was tied to additional study achievements you have to fulfill within a set amount of time.
In case you need more lines, please insert them yourself.

|  |  |  |
| --- | --- | --- |
| Additional Requirement | Date of completion | Commentary |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Mandatory Courses (corresponding to MA seminars regarding scope)

Corresponds to two “courses teaching academic skills in methodological or theoretical aspects” to be taken within the first 2 years (see Guidelines for the Doctoral Regulations). Please note that Generic Skills Courses can only be listed here if they are specifically labeled as such on the call (all others are to be listed further below). If you are unsure whether a course you attended can be counted here, contact gsl@unilu.ch).

|  |  |  |  |
| --- | --- | --- | --- |
| Term | Title | Lecturer | Commentary |
|  |  |  |  |
|  |  |  |  |

## Mandatory Presentation in a KSF Colloquium

In case you report over the course of several years, insert more lines

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Term | Title of Colloquium | Lecturer | Title of your talk (optional) | Commentary |
|  |  |  |  |  |

## Mandatory Talk Given at an International Conference (Non-mandatory for Independent Doctoral Students)

Needs to be given in the third or fourth year of enrollment. You can list additional talks delivered further below

|  |  |  |  |
| --- | --- | --- | --- |
| Term / year | Title of Conference | Title of your talk | Commentary |
|  |  |  |  |

# Optional and Additional Study Achievements

## Courses, Lectures, Workshops etc. Attended at the University of Lucerne

In case you need more lines, please insert them yourself.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Term | Type (seminar, workshop, etc.) | Title | Lecturer | Commentary |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Courses, Lectures, etc. Attended at Other Universities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Term | University | Type | Title | Lecturer | Commentary |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Generic Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Term | Title | Lecturer | Commentary |
|  |  |  |  |
|  |  |  |  |

## Contributions to Conferences / Workshops (talks, posters, etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Institution | Title of Event | Title of Talk | Commentary |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Conferences / Workshops / Symposia Attended (Without Talk Given)

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Institution | Title of Event | Commentary |
|  |  |  |  |
|  |  |  |  |

## Publications

|  |
| --- |
|  |
|  |

## Grants and Awards Received

|  |
| --- |
|  |
|  |

## Additional Achievements (e.g. Funding Acquired, Event Organized, etc.)

|  |
| --- |
|  |
|  |

## Peer to Peer Activities

Please tell us about any activities/ meetings you share with peers either within the University of Lucerne or outside of it.
In the commentary section, please inform us whether other GSL members could join you in these activities.

|  |  |
| --- | --- |
| Activity | Commentary |
|  |  |
|  |  |

## Other Remarks

|  |
| --- |
|  |
|  |