

# ANNUAL DOCTORAL PROGRESS REPORT 2025

## Deadline for submission: 31 January 2026

*This form is the means by which progress of doctoral studies is periodically assessed by the Doctoral Committee of Hochschule Geisenheim University. It is a means by which any problems or issues may be identified and appropriate action determined. The regular submission of progress reports is a mandatory requirement of the Doctoral regulations §13(2).*

**PART A: Progress Report – to be completed by the doctoral student**

**PART B: Supervisory Comments**

**Reports that do not adhere to the specified guidelines will not be accepted.**

## PART A: Doctoral Student Comments

1. GENERAL INFORMATION		
Name, First name:		
Address (current):		
Project title:		
Official start of doctoral project (date of acceptance by Doctoral Committee):	Klicken oder tippen Sie, um ein Datum einzugeben.	
Registered date of dissertation submission (in your application):	Klicken oder tippen Sie, um ein Datum einzugeben.	
Current project status:	Within registered timeframe – year: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Exceeding registered timeframe by: 1–2 years <input type="checkbox"/> 3+ years <input type="checkbox"/>
Planned month/year of submission: (subject to review and should be a reliable and carefully considered estimate)		
Leave of absence (e.g., family care, health-related reasons, parental leave):	from _____ until _____ <i>If applicable, the completion of this progress report is <u>voluntary</u>.</i>	
1 <sup>st</sup> supervisor:		
Department / Institute:		
2 <sup>nd</sup> supervisor (+ partner university) <u>or</u> 2 <sup>nd</sup> reviewer (+ collegial university)		
The work has progressed as planned in 2025	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## 2. PROGRESS & ACHIEVEMENTS AND ROADBLOCKS

👉 If this part is not completed according to the specified guidelines, the APR will not be accepted

### Description on the work packages 2025:

For each work package, provide a detailed overview of tasks completed, results achieved, and milestones reached **over the past 12 months**. Indicate whether tasks are **on track or delayed**, and summarize compared to the original plan. Include two Gantt charts for comparison:

1. Original Gantt Chart – showing the planned timeline as submitted in the application / work plan.
2. Updated Gantt Chart – showing actual progress in 2025, including completed tasks, milestones, and any time schedule adjustments.

**Ensure that both charts are clearly labeled and easily comparable, with milestones and deviations highlighted. Include both charts in the PDF submission.**

### Work packages - 2025 Overview

Work Package	Period / Date in 2025	Tasks Completed	Milestones Achieved	Progress vs Plan (on track / delayed)
WP1				
WP2				
WP3				
WP4				
....				

### Explanation of Deviations from Original Plan – 2025:

If the research **did not progress** as originally planned, provide a clear account of any unforeseen challenges, methodological constraints, or external factors that impeded progress.

Include a detailed list in the table below of corrective measures and planned work steps that realistically address these issues and ensure the project remains robust under future scrutiny.

Update your Gantt chart to reflect the revised research timeline, and include both the original and updated versions in the submitted PDF.

### Deviation Overview Table

Deviation	Reason	Measures / Solutions

### 3. RESEARCH OUTPUT & PROFESSIONAL DEVELOPMENT

#### **Publications since the beginning of the doctoral project (starting with the most recent year)**

List all work that has been presented, published, or submitted for publication. For each entry, include the type of contribution (e.g., journal article, book chapter, book, abstract, poster, talk, etc.).

#### **Peer-Reviewed Publications**

Year	Role (1 <sup>st</sup> author, co-author)	Format	Title	Published In	Page No. / DOI

#### **Other Contributions** (e.g., abstracts, posters, conference talks, book chapters, etc.)

Year	Role (1 <sup>st</sup> author, co- author)	Format	Title	Published In	Page No. / DOI

#### **Event Participation Overview**

List all academic and professional development events (e.g., conferences, seminars, symposia) attended since the start of your project in chronological order (new→old). Save an electronic copy for easy updating in subsequent years. Do NOT include modules or lectures of Graduate School's qualification program.

Date	Location	Occasion	Title of talk / presentation

#### **Graduate School Attendance and Progress Overview**

Attach the FIS PDF printout listing your attendance at professional development and lecture seminar events. Please indicate the corresponding numbers below:

Activity	Status / Number completed
Lecture Sessions	____ / 12 sessions attended since start of project
Elective Workshops	____ / 5 workshops completed since start of project
Scientific Writing	<input type="checkbox"/> 2-day workshop fulfilled <i>and / or</i> ____ / 5 tutorials (personal writing consultation <input type="checkbox"/> included / <input type="checkbox"/> not included)
Scientific Integrity	<input type="checkbox"/> attended
Annual Progress Report	<input type="checkbox"/> submitted for each year of doctoral studies

**Please forward this form and attachments to your supervisor now**

## PART B: Supervisory Comments

### Doctoral Student Project Status

- ☐ within the registered date of dissertation submission
- ☐ has exceeded the original estimated timeframe by \_\_\_\_\_ years

**Note:** If the project has exceeded the registered timeframe by more than 2 years, the progress rating should **not** be marked as "Satisfactory."

Rate of progress in 2025 is:

<input type="checkbox"/>	Very good / Good	Progress is fully in line with the original application, milestones, and Gantt chart.
<input type="checkbox"/>	Satisfactory <b> </b> (Only applicable if the project is within or slightly above the registered timeframe.)	Minor deviations from planned milestones; overall progress aligns with the Gantt chart.
<input type="checkbox"/>	Critical*	Limited progress; there are concerns regarding timely completion.
<input type="checkbox"/>	Serious*	Minimal or no progress over the past years; the project may not reach completion without support/intervention.

### Actions taken or planned (if Critical / Serious):

Please describe any measures already implemented or planned to address progress issues such as e.g.:

- Adjustments to project scope, timeline, or milestones
- Additional support or supervision arrangements
- Reassessment of feasibility or alternative strategies for completion

Details:


- ☐ To date, the candidate's research activities have been conducted in full accordance with institutional and ethical standards. All work protocols, research data, and, where applicable, research materials have been handled, stored, and documented in compliance with the Guidelines of Scientific Integrity and the terms outlined in the employment contract.

\_\_\_\_\_  
Signature of supervisor

Enter date here

**Please return this form to the doctoral student now**

## Doctoral student section: Please complete and sign the section below

### Your Feedback on Support and Supervision

(Examples may include suggestions related to supervision frequency, research infrastructure, administrative processes, training opportunities, funding, or academic networking support.)

Comments / Suggestions:

☐ The work plan, the two Gantt charts, and the FIS PDF are attached to this form.

☐ I certify that all necessary information regarding my doctoral project has been updated in FIS  
(*not applicable for external doctoral students*).

\_\_\_\_\_  
Signature of doctoral student

\_\_\_\_\_  
Date

### Submission Instructions

**Deadline for submission: 31 January 2026**

👉 Please now forward this completed form together with the Gantt charts and FIS printout, as one combined PDF file to: ✉ promotionsbuero@hs-gm.de

👉 Doctoral students with access to FIS must upload this Annual Progress Report (APR) directly in the system.