DOCTORAL OFFICE & GRADUATE SCHOOL
For submissiom to the Doctoral Committee of Hochschule Geisenheim University

Hochschule Geisenheim University

ANNUAL PROGRESS REPORT 2026

Deadline for submission: January 31, 2027

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

PART B: Supervisory Comments

PART C: Doctoral Student Comments

IMPORTANT FOR ACCEPTANCE
Reports that do not adhere to the specified guidelines will not be accepted.

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 ☐ 2 ☐ 3 ☐ 4 ☐	Exceeding registered timeframe by: 1–2 years ☐ 3+ years ☐
Planned month/year of submission: *(subject to review - should be a **realistic** and reliable estimate)*	Klicken oder tippen Sie, um ein Datum einzugeben.	
Leave of absence (e.g., family care, health-related reasons, parental leave):	from _____ until _____ *If applicable, the completion of this progress report is voluntary.*	
1st supervisor:		
Department / Institute:		
2nd supervisor (+ partner university) or 2nd reviewer (+ university)		
The work has progressed as planned in 2025	Yes ☐ No ☐	

2. PROGRESS & ACHIEVEMENTS AND ROADBLOCKS

Description of work packages 2026

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.

Please 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 2026, including completed tasks, milestones, and any

> **IMPORTANT — REQUIRED FOR ACCEPTANCE**
> Incomplete sections will not be accepted. Include both Gantt charts in the PDF, clearly labeled and comparable, with milestones and deviations highlighted.

Work packages - 2026 Overview

Work Package: Use the each title from your original application/work plan.

Period: Indicate when the work was carried out in 2026.

Tasks Completed: Describe the methods used, data collected and analysed, and key findings. Be specific about what was done and achieved. Example: Instead of writing "Experiments conducted", briefly specify which experiments were performed, how the data were collected and analysed, and what results were obtained.

Milestones Achieved: Indicate which milestones were reached.

Work Package	Period / Date in 2026	Tasks Completed (in detail)	Milestones Achieved	Progress vs Plan (on track / delayed)
WP1				☐on track ☐ delayed
WP2				☐on track ☐ delayed
WP3				☐on track ☐ delayed
WP4				☐on track ☐ delayed
….				

If progress was **on track**, proceed directly to Section 3: Research Output & Professional Development ➔.
If progress was **not on track**, continue below 🡻.

Explanation of Deviations from Original Plan – 2026:

If research progress deviated from the original plan, explain the challenges and factors responsible.
In the table below, outline corrective measures and realistic next steps to address these issues.

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).

Peer-Reviewed Publications

Year	Authorship (first author / co-author)	Publication Type	Title	Journal / Publisher	Pages / DOI
…					

Other Scientific Contributions (e.g., abstracts, posters, conference presentations)

Year	Authorship (first author / co-author)	Format	Title	Conference / Venue	Page No. / DOI
…					

Event Participation Overview

List all academic and professional development events (e.g., conferences, seminars, symposia) attended since the start of your doctoral project, in chronological order (most recent first).
Do not include modules or lectures from the Graduate School's qualification program.

Date	Location	Event / Conference	Presentation Title (if applicable)
…			

Graduate School Attendance and Progress Overview

Attach your FIS attendance record (PDF) documenting your participation in Graduate School activities. Indicate your progress below:

Activity	Status / Number completed
Lecture Sessions	____ / 12 sessions attended
Elective Workshops	____ / 5 workshops completed
Academic Writing	☐ 2-day workshop fulfilled *and / or* ____ / 5 tutorials completed (personal writing consultation ☐ included / ☐ not included)
Scientific Integrity	☐ attended
Annual Progress Reports	☐ submitted for each year of doctoral studies

Please forward the completed form and all attachments to your supervisor

PART B: Supervisor's Assessment

Assessment of Doctoral Progress

A. Timeline Alignment:

☐ On schedule

☐ Delayed (1–2 years)

☐ Significantly delayed (3 or more years)

B. Rate of Progress:

☐ Very Good

Strong, consistent progress; milestones met or appropriately revised.

☐ Good

Steady progress; realistic milestones and achievable completion.

☐ Satisfactory

Progress continues, but delays may affect timely completion.

☐ Critical

Limited progress; concerns about feasibility or completion.

☐ Serious

Minimal or no progress; significant intervention required.

Actions Taken or Planned (if progress is Critical or Serious): Describe measures taken or planned to address progress issues, including adjustments to timelines, additional supervision, or revised research strategies:

☐ To the best of my knowledge, the doctoral research has been conducted in accordance with the applicable principles of good scientific practice and relevant institutional and ethical requirements.

_____ Enter date here

Signature of supervisor

Please return the signed form to the doctoral student

PART C: Doctoral Student Feedback & Final Confirmation

Feedback on Supervision and Support

Please provide feedback on supervision, research facilities, administrative support, training opportunities, funding, or other relevant matters.

Comments / Suggestions:

☐ I confirm that the work plan, both Gantt charts, and my FIS attendance record are attached.

☐ I confirm that my doctoral project information in FIS is up to date *(not applicable to external PhDs).*

_____ Enter date here

Signature of doctoral student

Submission Instructions

Deadline for submission: January 31, 2027

- ✓ Please submit this completed form together with the Gantt charts and FIS attendance record, as **one combined PDF** file to: promotionsbuero@hs-gm.de
- ✓ Doctoral students with FIS access must also upload the APR directly in FIS