

PIER Helmholtz Graduate School (PHGS)

Leaflet on reporting procedures for doctoral researchers with DESY contract

1) Why do you have to meet your supervisors and write a report about these meetings?

- (1) DESY and the PIER Helmholtz Graduate School want to make sure that you are well supervised. The reports are read by the PHGS and the appropriate DESY research division.
- (2) Take the opportunity and talk during that meeting with your supervisors about what has happened so far, discuss the current situation and plan the next steps. Consider the entire doctoral project and also talk about the time line.
- (3) Reporting was made mandatory by the DESY management (it is set in the regulations you have received with your DESY contract).

2) When and how do you have to meet your supervisors & when to submit the reports?

- (1) Your interim reports have to be submitted to the PHGS by the end of month 5, 18 and 30 after the start of your DESY contract as doctoral researcher.
- (2) The report has to be the result of a meeting (personally, via Skype, Zoom etc.) with at least your supervisor and co-supervisor (and if applicable other scientific advisors). Make yourself familiar with the questions on the template *PhD Thesis Interim Feedback Report* before you meet your supervisors and share the document with your supervisors, too.
- (3) Arrange a meeting with your supervisors so early that you can upload the report before the given deadline.
- (4) Bring the Individual Development Plan (IDP) to the meeting: <https://www.min.uni-hamburg.de/en/min-graduierzentrum/idp.html>. Please note: please use the IDP throughout the entire doctoral phase.
- (5) If you have already uploaded the interim report or contacted the PHGS (Stefanie.Tepass@pier-hamburg.de) regarding a late upload, please ignore this reminder and refer to our last contact.

3) Which documents/templates do you have to use for the Interim Report?

- (1) The complete PhD Theses Interim Feedback Report is composed of:

PHGS signature page with report (the report can be written on a separate document) and
the DESY signature page.

Please note: Only the PHGS signature page with the report must be uploaded to the PHGS account. The DESY signature page can be uploaded, but does not have to be. (See point (4) in this paper).

- (2) Please download the *Interim Report template PHGS members working contract DESY / writable* here: https://pier-hamburg.de/education/phgs/phgs_forms_info_sheets

4) What do you have to do after the meeting with your supervisors?

- (1) Write the report. The report should summarize the most important content and agreements from the meeting with the supervisors. Parts can be filled in the PDF directly, but you should use an extra sheet/page for the report itself. The 30-month report also includes an outline of PhD thesis.
- (2) After having written the report, sign the PHGS report page and have it signed by your supervisors. Electronic signatures are accepted.
- (3) Upload the filled PHGS report page with the signatures & the report in your PHGS database profile in the tab *Supervision > Interim Reports* as soon as possible (but at least within the given deadline). Access to the database and your personalized account: <https://pier-hamburg.de/education/phgs/> (top right: PHGS Login)
 - Forward the signed PHGS report page + the report together with the DESY signature page to those people who have to sign the DESY signature page. Electronic signatures are accepted. Make sure that all listed people sign and possible additional comments are written. This might take some time, but that is ok. Because you do not have to upload the DESY signature page to your personal PHGS account (but you can if you wish).
 - As the procedures in the different divisions at DESY are handled differently, clarify (e.g. with the secretary/secretariat of the head or vice head of your division) who will hand in the complete PhD Theses Interim Feedback Report (which includes the PHGS report page the report itself and the DESY signature page) to your contact person in the DESY HR Department. It can be you or the secretary or anybody else.
 - The complete *PhD Theses Interim Feedback Report* should reach your contact person in the DESY HR Department (via email) not later than 3-4 weeks after the meeting with your supervisors.

Any doubts or queries? Please get in touch with us (Stefanie.Tepass@pier-hamburg.de).

Best regards,
Your team of the PIER Helmholtz Graduate School

Page 1 of 2: PHGS signature page

PhD Thesis Interim Feedback Report covering: 5 months 18 months 30 months

For members with a working contract with DESY.

(please tick)

Date of meeting: _____

Start date of PhD contract: _____

Doctoral Researcher: _____

Group Leader: _____

Group: _____

Supervisor: _____

Co-Supervisor: _____

2nd Co-Supervisor (if applicable): _____

DESY-Mentor: _____

Content of report (use an extra sheet or page):

- 1) **Status of the doctoral project** (*direction of study, milestones reached, results achieved*)
- 2) **Problems encountered, measures taken** (*scientific, organizational, support, ...*)
- 3) **Milestones/schedule for remaining time** (*which steps planned to complete thesis within 3 years*)
- 4) **Other comments**
- 5) **Enclosure to 30 months report: outline of PhD thesis**

Signature of doctoral researcher

Signature of supervisor

Signature of co-supervisor

Signature of 2nd co-supervisor (if applicable)

Please upload this form together with the report in your personal PHGS online account.



PhD Thesis Interim Feedback Report – DESY signature/comment page

Submit this form together with the PHGS signature form and the report for signature and commentary to the persons listed below. At the end, both forms must be handed in to the personnel recruiter responsible for you.

Name of doctoral researcher: _____

2. Comment of professional supervisor in the DESY group

Name of professional supervisor: _____

Professional supervisor in the DESY group: Please attach a short, written evaluation report on the progress of the doctoral researcher. (Also necessary if the person is identical to one of the supervisors who have already signed the PhD Thesis Interim Feedback Report.)

Date and signature of professional supervisor _____

3. Comment of Mentor

Name of Mentor: _____

Meeting/s or talks have taken place: yes no

Comments: _____

Date and signature of Mentor _____

4. Group Leader Comment:

Take note

Date and signature of Group Leader _____

5. Division Head Comment:

Action necessary:

Take note

Date and signature of Division Head _____

6. Forwarded to Personnel Department on (date) _____