

## PIER Helmholtz Graduate School (PHGS)

### Leaflet on reporting procedures for doctoral researchers with a working contract with UHH or another institution or scholarship holders

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

- (1) The PIER Helmholtz Graduate School wants to make sure that you are well supervised. The reports are read by the PHGS.
- (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.

#### 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 working contract as doctoral researcher or scholarship.
- (3) 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.
- (4) Arrange a meeting with your supervisors so early that you can upload the report before the given deadline.
- (5) Bring the Individual Development Plan (IDP) to the meeting: <https://www.min.uni-hamburg.de/en/min-graduierzentrum/idp.html>
- (6) Please note: please use the IDP throughout the entire doctoral phase.
- (7) 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 the filled and signed PHGS report page including the report.
- (2) Please download the template *PhD Thesis Interim Feedback Report - Only for members (full/associated) of the PHGS with working contract with UHH, other,*

*scholarships* here: <https://graduateschool.pier-hamburg.de> > Members > Forms & Info Sheets

(3)

**(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)

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:** \_\_\_\_\_

**2<sup>nd</sup> 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.