



## Guidelines for Progress Reports

**Scope: 3–5 pages plus time schedule and bibliography**

1. Cover sheet or letterhead

- Name
- Title of your doctoral project
- Subject
- Name(s) of your supervisor(s)
- Funding period dates

2. Current status of your doctoral research

2.1. Short summary of the goals and research questions of your doctoral project

2.2. Progress made to date / results achieved

*Which research steps have you completed (e.g., literature review, source analyses, experiments, preparation/implementation/evaluation of surveys)?*

*Which methods have you used?*

*Which results have you obtained? Please ensure these are directly related to your research questions.*

*Do the results suggest a need to revise or reconsider your research questions?*

*How far along are you with the writing process?*

2.3. Work and time schedule

*Have you deviated from the original/previous time schedule and if so, why?*

*What are your next work steps and research goals/milestones?*

*Time schedule detailing the individual steps required to complete your doctorate (in tabular format)*

2.4. Academic network

*How is your relationship and the quality of communication with your supervisor(s)?*

*Contact/exchange with other (early-career) researchers (e.g., in colloquia, at conferences or workshops)*

*References to your own publications*

2.5. Bibliography

3. Information on your personal situation, if this is relevant to how your doctoral project is progressing