



Manual for Doctoral Candidates on Annual Reports

December 2013

Center for Doctoral Studies

You can also find this manual on the website of the
Center for Doctoral Studies:

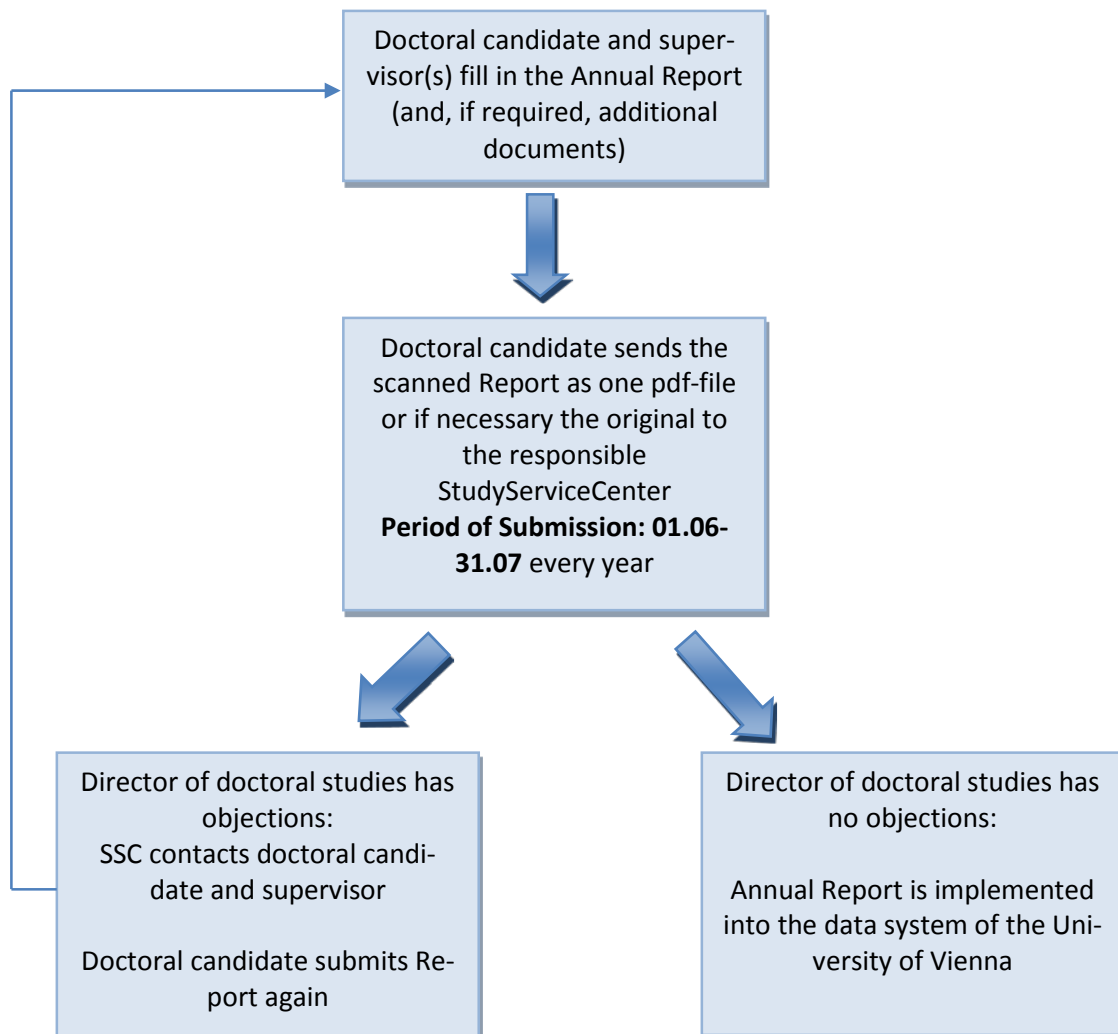
<http://doktorat.univie.ac.at>

Handbook for Doctoral Candidates on Annual Reports

Both the Statutes of the University of Vienna (§16 [10]) and the Curricula require the yearly submission of Annual Reports that document the progress of the doctoral project and describe the next steps for the coming year.

This handbook is made to support you in filling in the Annual Report and clarify potential misunderstandings.

Overview:



Forms to be used

- DZ/V02 „Annual Report“
- Some Directors of doctoral studies require additional documents which have to be handed in together with the Annual Report. Please inform yourself at your responsible StudyServiceCenter if you have to hand in additional documents.

You can find the form for the Annual Report on the website of the Center for Doctoral Studies <http://doktorat.univie.ac.at/doktorandinnen/formulare/>.

Aim and Content of the Annual Report

The aim of the Annual Report is to (1) summarise the **scientific milestones** of the past year, to (2) specify the **goals** for the coming year, to (3) receive the **feedback** of your supervisor(s) on your progress and (4) to inform the responsible **Director of doctoral studies** of planned activities.

The progress of your work should be described in a way that allows both your supervisor(s) and your Director of the doctoral studies to understand the strategy behind both your past and upcoming steps. Therefore, please try to be as **short and precise** as possible. However, a description in form of short notes is not wanted.

The Annual Reports are an annex to your doctoral thesis agreement. Therefore, **please consider that substantial changes of the doctoral thesis agreement have to be highlighted and need to be approved by your supervisor(s) first. Then they are to be discussed with your responsible Director of doctoral studies.**

I) Form “Annual Report” (DZ/V02)

Besides some general information about you, your supervisor(s) and your dissertation project, the following topics are to be discussed:

(1) “Description of the Dissertation project in the past year“

This first section is dedicated to the work you have done during this current report period. In general this period will be the past year of study. Please discuss here the following questions using max. 500 words:

- What milestones have been reached regarding your dissertation project?
- Have there been any changes regarding your research question(s), your methodological approach, your selection of materials etc.?
- Which specific achievements have been reached during the last year?
- Etc.

(2) “Description of research and milestones planned for the following year“

Please discuss here the next steps for the coming year (max. 500 words). You could discuss e.g. the following questions:

- What specific milestones should be reached and how do you intend to achieve these (e.g. data collection, data analysis, carry out interviews, research stay abroad etc.)?
- What schedule have you set up to meet these goals?
- Do you plan to publish results of your research, participate at a conference/congress or write on a specific chapter of your thesis in the following year?

(3) “Statement of the supervisor(s)“

Here, your supervisor(s) are/is asked to comment on the progress of your dissertation project:

- What relevant scientific goals were achieved during the last years or, alternatively, why weren't they reached?

- From the perspective of the supervisor, are there any concerns or suggestions regarding the work of the doctoral candidate?
- Will the initially planned schedule for the dissertation project be met?

Please note: The statement of the supervisor of the University of Vienna needs to be obtained in any case. If you have more supervisor(s), it is in your interest to receive their comments as well.

(4) “Please indicate the courses and achievements planned for the following year (according to the doctoral thesis agreement)”

In general, the doctoral thesis agreement specifies which kind of achievement you intend to obtain, but not always, in which year of study or semester this should happen. Please list all the courses and/or other achievements (e.g. conference presentation), that you intend to achieve during the next year. By doing so, you can concretise the information of your doctoral thesis agreement with help of the Annual Reports. Given the fact that at the time of submission of the report the course directory for the next semester is in generally not yet known, it is clear that the information you give here cannot be but preliminary. You can use the next Annual Report to finalise these aspects.

(5) “Please indicate changes/additions to the doctoral thesis agreement (according to the doctoral thesis agreement)”

Please indicate here all changes/additions that have taken place when comparing with the initial design of your doctoral thesis agreement. This concerns all changes/additions that are directly related to the fulfilment of your curriculum (e.g. achievements concerning ECTS-credits). Such changes could be e.g. that you will not do a specific course simply because it is not offered any more, or that you will not attend a summer school because there have been necessary changes in your methodological approach and therefore it is no longer useful to go to this summer school. An initially planned conference participation could be replaced by another conference that turned out to be more relevant for your project. It is important that you describe the changes/additions compared to the initially approved doctoral thesis agreement in a short and comprehensible way. The consent of your supervisor has to be apparent.

Also if no changes were made compared to your doctoral thesis agreement, please indicate this fact as well.

II) Submission of the Annual Report

The Annual Report has to be signed by both you and at least your supervisor from the University of Vienna.

In general, every Annual Report is to be sent as **one single pdf-document** to your **StudyServiceCenter** (SSC, <http://ssc.univie.ac.at/>) between **June 1st till July 31st** every year. Please indicate the following information in the subject: last name, first name, registration number, number and year of the Annual Report (e.g. Smith, 9899112, 1st Annual Report, 2011).

In case that your doctoral thesis agreement was approved during the summer semester, it is still strongly recommended to hand in an Annual Report. In this case, the focus will be more on the planned steps for the coming year.

The Annual Report will be forwarded to your Director of doctoral studies for approval. If s/he should have questions or objections (e.g. regarding the planned, but compared to the doctoral thesis agreement differing achievements), your SSC will contact you. Normally, you will have to adapt the Annual Report in accordance with your supervisor(s) and send it again to the SSC. If the SSC does not contact you, the Director of doctoral studies did not have any questions or objections.

If you have any questions, please do not hesitate to contact the Center for Doctoral Studies:

Center for Doctoral Studies

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info.doktorat@univie.ac.at

Personal consultation: Monday, Wednesday and Friday, 10-12:00 o'clock
or with individual appointment