



Manual for Doctoral Candidates on Annual Reports

May 2011

Center for Doctoral Studies

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

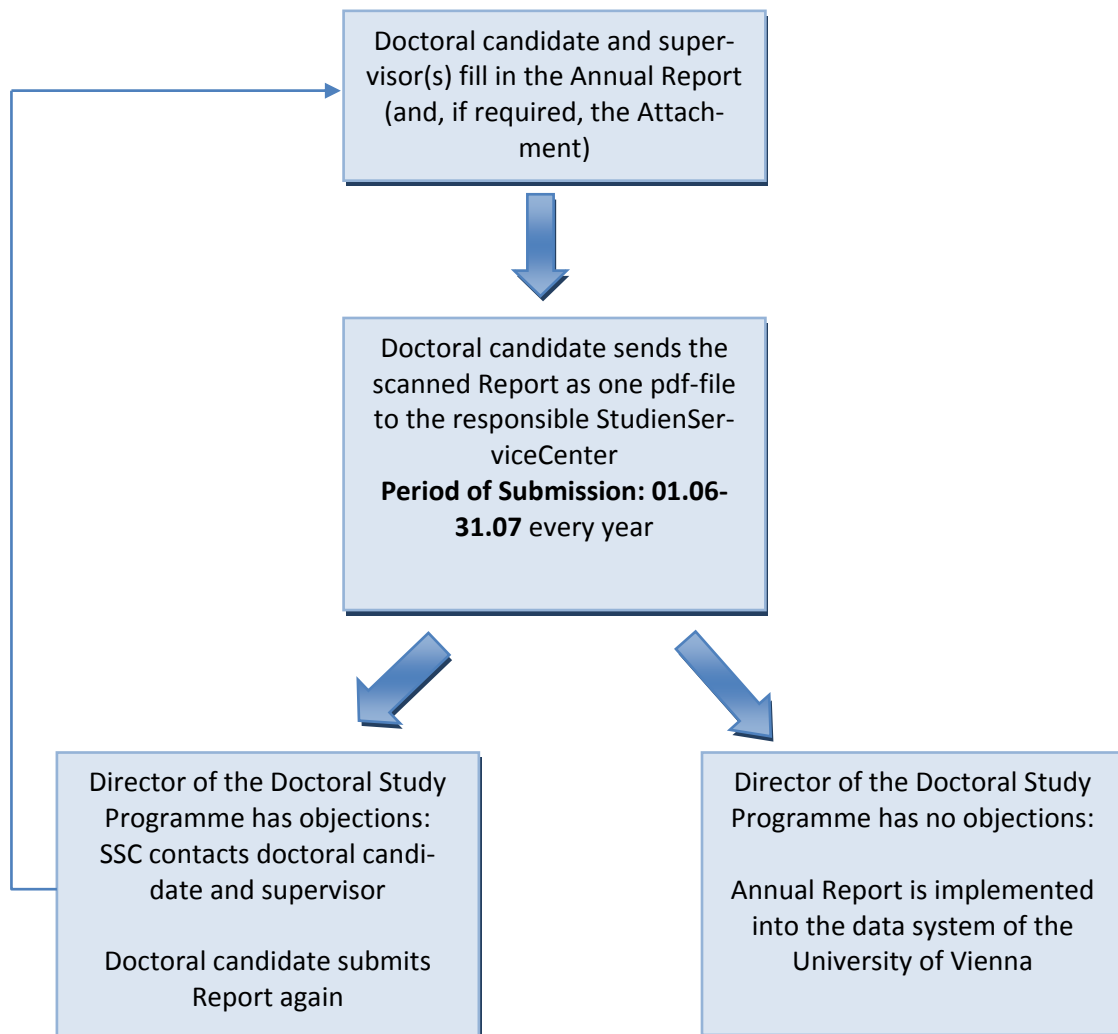
<http://doktorat.univie.ac.at>

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 out the Annual Report and clarify potential misunderstandings.

Overview:



Forms to be used

- DZ/V02 „Annual Report“
- DZ/V03 „Attachment to the Annual Report – Transcript“ (if required, see below)

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



Not all Directors of the Study programmes require the use of the DZ/V03 „Attachment to the Annual Report – Transcript”. Please look at the following table for an overview:

Director of the Doctoral Study Programme	Attachment - Transcript (DZ/V03)
SPL 36 Catholic Theology	Yes
SPL 37 Protestant Theology	Yes
SPL 38 Law	No
SPL 39 Economics and Business Administration	t.b.a.
SPL 40 Social Sciences	Yes
SPL 41 Historical and Cultural Studies	Yes
SPL 42 Philological and Cultural Studies	Yes
SPL 43 Philosophy	t.b.a.
SPL 44 Natural Sciences	Yes
SPL 45 Earth Sciences, Meteorology, Astronomy and Geography	t.b.a.
SPL 46 Psychology	Yes
SPL 47 Life Sciences	t.b.a.

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 the doctoral study program** of planned activities. If the Attachment of the Annual Report (DZ/V03) is also to be used, the Annual Report also offers a clear overview on all the ECTS-related achievements which are relevant for your doctoral studies.

The progress of your work should be described in a way that allows both your supervisor(s) and your Director of the doctoral study program 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 the Doctoral Study Programme.**

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 here. 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 that 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) Form “Attachment to the Annual Report - Transcript” (DZ/V03)

If your Director of the doctoral study program demands the use of the form “Attachment to the Annual Report – Transcript” (DZ/V03), this form has to be handed in together with the form “Annual Report”. In this case, the complete Annual Report consists of the form “Annual Report” (DZ/V02) plus the “Attachment to the Annual Report – Transcript” (DZ/V03).

The “Attachment to the Annual Report – Transcript” aims at showing all your ECTS-related achievements that are needed in order to finish your doctoral study, in a clearly laid out way. These achievements can be courses, but also other achievements such as conference presentations, publications etc. The form allows you to see at a single glance what ECTS-related achievements you have already reached and what is still missing to fulfil your curriculum.

Please fill in the table accordingly. You can indicate both courses and all other achievements that are ECTS-related. In the case of other achievements, please mention all relevant information (e.g. in case of a presentation the title, type, place, date and name of the event, or in case of a publication the title, publisher, place, year and length of your publication). In these cases it is also required to hand in proofs (e.g. conference program, content of the publication etc.) as pdf-documents.

Please note that courses and achievements need to be presented in a cumulative way (i.e. in the second Annual Report, you list all the courses and achievements of the previous Annual Report again). Therefore, the last Annual Report should contain all courses and (ECTS-related) achievements that have been reached during your doctoral studies. Therefore, it is advisable so save each Annual Report and to use the previous one as basis for the next Annual Report.

Submission of the Annual Report

The Annual Report and, if required, the Attachment to the Annual Report (Transript) has to be signed by both you and at least your supervisor from the University of Vienna.



Every Annual Report is to be sent as **one single pdf-document** to your **Studien-SeviceCenter** (SSC, <http://ssc.univie.ac.at/>) between **June 1st till July 31st** every year. Please indicate 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 the doctoral study program for approval. If he/she 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 the doctoral study program 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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Personal consultation: Monday, Wednesday and Friday, 10-12:00
or with individual appointment