

GCB Progress Report

Progress Report Process

You, the doctoral student write your progress report. However, you will discuss the report with your supervisor to ensure agreement. Once you and your supervisor have agreed on the report contents and format, you both sign and date the report.

The submission of progress reports provides your PhD thesis team and the GCB with critical information with which to monitor your progress within the GCB PhD program. The report also can serve to highlight areas in which the GCB and thesis team can better support you in your doctoral program. Furthermore, filing the annual report ensures compliance with GCB promotion regulations. Doctoral candidates are only allowed to submit their written thesis and schedule their oral defense, when they have met the GCB requirements. The submission of annual progress reports is one of these requirements.

The activities of your doctoral studies are carefully recorded in the annual Progress Report (PR) and include the following:

- courses, lectures, workshops, tutorials, etc.
- meetings with supervisor and co-advisor
- presentations (e.g., posters, talks) at national and international conferences
- publications, etc.

Additionally, and importantly, written documentation of research progress is included with the progress report form.

Timing

According to the GCB Promotion regulations, Art.7⁴, after two years*, at the latest the doctoral candidate presents their research data gathered to that point to their thesis committee. In simpler terms, "Mid-term" indicates that this event should take place halfway between registering with the GCB and graduating from the GCB. As a reminder, your thesis committee consists of your supervisor, co-advisor, and mentor. Your thesis committee evaluates the performance with a grade according to Article 9³. *from GCB application date, e.g.,

April 15, December 15, or August 15

APPLICATION Date	Progress Report REMINDER	Progress Report DUE DATE (Beginning 1st year after Application/Registration)
December 15	November 15	December 15
April 15	March 15	April 15
August 15	July 15	August 15

Preparation

1. Refer to the table for the dates relevant to you. Use the latest version of the Progress Report Form by checking the date in the form footer. The latest version is available for download from the [GCB101 ILIAS site in the Progress Report module](#).
2. If you are filling out your first progress report: Document all relevant activities between your GCB application (also "registration") date and the 1st year anniversary of that date.
3. Please attach this to the progress report form, your written summary of research progress report in which you describe your research and current status on the research progress. This section will be structure much like your written theses: Background, Methods, Results, Discussion, Outlook.
4. If you are preparing your second and subsequent progress report: Add all relevant appropriate activities for the year between last year's Progress Report and the anniversary of your application in the current year.

5. Prepare a cumulative report each year. The current report year's information is added to the previous year's document(s).
6. Attach two to three pages to the form with last years' results, summarizing Research Progress.

Pro tips to keep in mind.

- Doctoral candidates are only allowed to submit their written thesis and schedule their oral defense, once they have met the GCB requirements. The submission of annual progress reports is one of these requirements.
- Remember, this is a GCB report. Therefore, the anniversary of your GCB application is the starting date. Simply report on your time while registered in the GCB. It is only in rare cases that you started your research project when you joined the GCB or later.
- Refer to the pdf document GCB Progress Report and Eval_ Form Instructions found on the GCB Website, Progress Report page, for a sample PR including step-by-step instructions on how to fill in the form.
- The progress report is a cumulative report. Use the same form each year. Each year, add information to produce one, cumulative report.
- The BORIS affiliation can be added retrospectively. This is an important step in research, communicating your results. It is therefore important to register your publications in BORIS, so that others have access to your research results. All publications affiliated to the GCB in BORIS automatically are linked to the GCB Website research page, as well boris@unibe.ch
- Students not employed by the University of Bern (e.g., Vetsuisse Zürich), please contact the GCB info.gcb@unibe.ch for special BORIS instructions.
- Students are encouraged to think of the progress report research write-up process as an opportunity to begin thinking about and organizing their thoughts for drafting their written thesis.

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Progress Report Step-by-Step

The progress report is a cumulative report. Use the same form each year, adding information to the original report to produce one, cumulative, chronological report.

How do I write the report?

1. Fill in the 1st table on the form: Add your name, exactly as it is on your UniBE matriculation documentation. Continue to fill in the top table in the form. Include your correspondence email address, office address, title of your research project. Choose the correct expert committee (your mentor's committee) from the dropdown menu in the corresponding field on the form.
2. Proceed to the 2nd table on the form. Add your supervisor's, co-advisor's and mentor's names. Indicate the date you started your research, **dd.mm.yyyy**. Indicate the date you applied to the GCB, **mm.yyyy only**.
3. Proceed to the 3rd table. Your mid-term evaluation will be on or around the time your 2nd progress report is due. This can be filled in when you have the information, which will be in your 2nd progress report (if the date is planned, but the evaluation has not taken place, please at least indicate the date).
4. Prior to moving to the next section "Meetings with Co-advisor", indicate by checking the appropriate box, how often you meet with your supervisor.
5. "Meetings with Co-advisor" table, indicate the dates on which you met with your co-advisor and the topic of discussion.
The GCB promotion regulations stipulate you are to meet a minimum of two times annually with your co-advisor. Document all meetings and discussions.
6. Table 3: Courses/Lectures/Seminars/Exams with ECTS and Grades
 - List courses, lectures, seminars, etc. in the order attended. Add the corresponding ECTS (refer to the courses in the doctoral agreement).
 - Add grades or pass/fail assessments. Here you will also indicate whether you are pursuing a PhD Specialization and if so, which one.Any courses being applied to also fulfil a specialization's requirements should be listed and noted with an "*".
 - The mandatory courses listed here will be the same courses in your KSL Planning view and in your mandatory list on your doctoral agreement. You will include the Scientific Integrity lecture here. Any mandatory course fails must also be included here. These three records (Doctoral Agreement, KSL, Progress Report) must be identical. This is a pre-requisite to being allowed to defend your thesis.
7. Table 4 "Research presentations" is split into three separate tables.
 - In the 1st of the three tables, list the internal presentation of research results you have made within your group, at your institute and at the University of Bern.
 - In the 2nd table, list the research presentations you have made at national meetings in Switzerland.
 - In the 3rd table, list the research presentations you have made at international meetings.
 - All three tables: Include date, title of presentation and location of presentation.
8. Indicate you have added the GCB affiliation on each publication. Indicate that you have already registered your publication(s) in BORIS.
9. Section 6. Interviews on further career path. In this section, beginning from your 2nd progress year, you will indicate that you have had meetings with your supervisor to discuss your future career. Add the conversation date. This conversation often takes place during the annual employee appraisal interview discussion.
10. Section 7, Research progress is where you will begin practicing writing your thesis. In a separate document, refer to your research plan outlined in your application. Begin with each goal set in your project proposal. Report your progress. For example, describe what you could do, what is not achieved yet and finally if you could not do something planned, explain the circumstances.
Please keep in mind your mentor must evaluate this section. Often your mentor is not intimately involved in your research field, so you must be organized, precise and clear in your writing in this section.
Include: the following sections for each goal:
 1. Brief outline of the topic (background),
 2. Methods,
 3. Results,
 4. Discussion,
 5. Outlook.If needed, figures may be inserted as well. This separate document should comprise a total of 2 to 3 pages. Each progress report, add another 2-3 pages for the current reporting year.
11. Please check the relevant research period: indicate if this is the 1st, 2nd, 3rd, or 4th progress report. Add the planned thesis submission date from the 3rd progress report on. This is the date you plan to submit, not the date you plan to defend. Add any comments necessary in the comments box or leave that area blank.
12. Sign the report. Indicate the city where the report was signed, as this is a legal document. Add the date on which the report was signed. Forward to your supervisor for their signature, signature place, and date, as well.



Submission Instructions

Progress Report

Submission Instructions

1. Combine the completed, signed progress report form and the research progress documents into one pdf file. If you have printed the progress report form: Scan the completed progress report and save it as a PDF document. Images (e.g., jpegs) of documents are not accepted.
 - Save your PDF file using the following naming convention:
The hash (#) indicates how many times you have submitted your progress report.
 - PR#_familyname_firstname_year / Example: PR2_Smith_Jordin_2022.
 - Second and subsequent progress reports - Add all relevant appropriate activities (for the year between last year's Progress Report and the anniversary of your application in the current year). Use the same form from the prior year. This is a cumulative report.
 - Replace the last page of your former progress report with the newly signed page and merge with the current progress report form.
2. Evaluation of Progress Report form. **Pre-fill the known information.** Indicate:
 - your mentor - title and name
 - your name as it is on your University of Bern matriculation
 - the reporting period from and to (i.e., Apr. 2020 to Apr. 2023)
 - Save the document as a Word document (docx) using the following naming convention:
The hash (#) indicates how many times you have submitted your progress report.
Evaluation_PR#_familyname_firstname_year / Example: Evaluation_PR2_Smith_Jordin_2022
3. Verify you have indeed filled out the Progress Report form and progress Report Evaluation form completely before submitting.
 - Send via email TO: your mentor (CC: GCB info.gcb@unibe.ch) the pdf progress report file and the Word evaluation document. Request that your mentor evaluate your progress report and email that evaluation addressed to the GCB Coordinator, at the following email address: info.gcb@unibe.ch.
 - Second and subsequent progress reports: Add all relevant appropriate activities (for the year between last year's Progress Report & the current year). Use the same form from the prior year and combine all reports into one report. This is a cumulative report.

After Submission

1. When the GCB has received your progress report, the GCB will send you a confirmation of receipt email that contains information on the next steps.
2. Your mentor will evaluate your progress report and send the evaluation to the GCB.
3. The GCB Coordinator will review all Progress Reports and Evaluation of Progress Reports for completeness, accuracy, and content after the mentor's evaluation has been received by the GCB.
 - The GCB will only process your report when the mentor's evaluation has been received. This ensures all information is available when processing.
4. You will receive a follow-up email including a copy of the Evaluation for your records, as well as any questions or comments from the GCB Administration.



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