

## PIER Helmholtz Graduate School (PHGS)

# Leaflet on reporting procedures for doctoral candidates with DESY contract

### Why do you have to meet your supervisors and write a report about this meeting?

- It is set in the DESY regulations, which you have received together with your DESY contract.
- DESY and the PIER Helmholtz Graduate School wants to make sure that you are well supervised.
- 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.

### When and how do you have to meet your supervisors & when do you have to submit the report?

- Your interim reports have to be submitted to the PHGS by the end of month 5, 18 and 30 after the start of your DESY contract as PhD student.
- The report has to be the result of a meeting (personally, via. Skype etc.) with at least two of your supervisors. 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.
- Arrange a meeting with your supervisors so early that you can upload the report before the given deadline.
- If you have already uploaded the interim report or contacted us regarding a late upload, please ignore this reminder and refer to our last contact.

### Which document/template do you have to use for the report?

- The complete PhD Theses Interim Feedback report is composed of a report page and a signature page.
- Please use the document PhD Thesis Interim Feedback Report (download on our website: <https://graduateschool.pier-hamburg.de> > Members > Forms & infosheets)
- Please print out/download/copy both parts.

### What do you have to do after the meeting with your supervisors?

- Fill in the PhD Thesis Interim Feedback Report.
- Sign the report and have it signed by your supervisors.



Partnership of  
Universität Hamburg and DESY



- Upload the signed PhD Thesis Interim Feedback Report in your PHGS database profile in the tab "Supervision" **before the end of the 5<sup>th</sup>, 18<sup>th</sup> or 30<sup>th</sup> month after the start of your PhD**  
Link: [https://graduateschool.pier-hamburg.de/login/index\\_eng.html](https://graduateschool.pier-hamburg.de/login/index_eng.html)
- Forward the "**signature page**" (the one with the DESY logo on top) together with the completed PhD Thesis Interim Feedback Report to the people listed on the signature page.
- Make sure that all listed people sign, possible additional comments are written and that everything is handed over to your contact person in the Personnel Department.
- The documents (PhD Thesis Interim Report, signature page, possible comments) should reach the Personnel Department **not later than 3-4 weeks after the meeting with your supervisors.**

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

(As of September 2019)

1. PhD Thesis Interim Feedback Report covering 5 months 18 months 30 months

Date of meeting: \_\_\_\_\_

Start date of PhD contract: \_\_\_\_\_

PhD Student: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Group: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Co-Supervisor: \_\_\_\_\_

2<sup>nd</sup> Co-Supervisor (if applicable) \_\_\_\_\_

DESY-Mentor (only for PhD students with DESY contract): \_\_\_\_\_

a) Status of the doctoral project (*direction of study, milestones reached, results achieved*):

b) Problems encountered, measures taken (*scientific, organizational, support, ...*):

c) Milestones/schedule for remaining time (*which steps planned to complete thesis within 3 years*):

d) Other comments:

e) Enclosure to 30 months report: outline of PhD thesis

\_\_\_\_\_  
Signature of PhD student

\_\_\_\_\_  
Signature of supervisor

\_\_\_\_\_  
Signature of co-supervisor

\_\_\_\_\_  
Signature of 2<sup>nd</sup> co-supervisor (if applicable)

Please upload form in the PHGS online account for members!



**Name of PhD Student:** \_\_\_\_\_

Submit this form **together with the Thesis Interim Feedback Report** for signature and commentary to the persons listed below. At the end, both forms must be handed in to the personnel recruiter responsible for you.

**2. Comment of professional supervisor in the DESY group**

Name of professional supervisor: \_\_\_\_\_

Professional supervisor in the DESY group: Please attach a short written evaluation report on the progress of the PhD student. (Also necessary if the person is identical to one of the supervisors who have already signed the PhD Thesis Interim Feedback Report.)

Date and signature of professional supervisor \_\_\_\_\_

**3. Comment of Mentor**

Name of Mentor: \_\_\_\_\_

Meeting/s or talks have taken place:     yes     no

Comments: \_\_\_\_\_

Date and signature of Mentor \_\_\_\_\_

**4. Group Leader**                       Comment:

Take note

Date and signature of Group Leader \_\_\_\_\_

**5. Division Head**                       Comment:

Action necessary:

Take note

Date and signature of Division Head \_\_\_\_\_

**6. Forwarded to Personnel Department on (date)** \_\_\_\_\_