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|  | **Progress report to be submitted annually to** [**post@hvl.no**](mailto:post@hvl.no) **Deadline : 1 November** |

# PROGRESS REPORT FOR PHD CANDIDATE

All PhD candidates at HVL are required to report annually on the progress of their research project and PhD education. Please fill in your report in this form.

Reporting deadline is 1 November.

All your information will be treated confidentially. Your progress report will be read through by the Head of programme. If it is necessary to make changes in any element of your training, this will be followed up by the Head of programme together with you and your supervisors.

The report focus on your research progress. Should you however, have information which may be regarded as sensitive, such as leave of absence in relation to sickness, this should be communicated directly to the Head of programme or the PhD coordinator. You may NOT include sensitive information in this progress report.

You must describe the progress during the last year in this questionnaire. The description should be no longer than half a page.

Candidate and supervisor must answer the questions independent of each other.

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| **Candidate** |
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| **This applies to my situation:** |
| I am registered as an active PhD candidate and will submit my progress report  I am registered as an active PhD candidate, but at the moment I am on a long term (more than 2 months) sick leave/parental leave and will submit my progress report  I am registered as an active PhD candidate, but at the moment I am on a long term (more than 2 months) sick leave/parental leave and will NOT submit my progress report  I have finalized my thesis and do not wish to submit a progress report |
| **PhD programme** |
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| **The PhD thesis’ working title** |
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| **Discipline/academic area** |
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| **Are you within your period of PhD funding?** |
| Yes  No |
| **If no at the question over, how much do you work with your doctoral project (estimate in percentage of a full time position)?** |
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| **Employment conditions in the PhD period:** | |
| PhD fellow at HVL  Other position at HVL  Employed by an external employer (included Public sector PhD scheme and Industrial PhD Scheme)  Have no employment in the PhD period | |
| **Admission period (original period of financing)** | |
|  | |
| **New end date for financing (if decided):** | |
|  | |
| **When do you plan to submit your thesis (month/year)** | |
|  | |
| **Main supervisor** | **Workplace** |
|  |  |
| **Co-supervisor** | **Workplace** |
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| **Co-supervisor** | **Workplace** |
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| **Are you associated with a research group/research environment?** |
| Yes. Which?  No |
| **Are you associated with a research school?** |
| Yes. Which?  No |
| **Are you writing your thesis as a monograph or as a compilation of articles?** |
| Monograph  Articles |
| **During your PhD training how many articles have you so far submitted for publication or publishes with peer review?** |
| 0  1  2  3  4 or more |
| **Since last year, have there been any changes in the PhD research that have consequences for your progress?** |
| Yes  No |
| **If yes at the question over: In what areas have changes occurred that may have an impact on the progress of your PhD education?** |
| Project description/methodology  Supervision  Infrastructure (physical working situation, equipment)  Financing  Other, non-scientific areas |

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| **Would you to discuss your progress in a meeting with the Head of the PhD program?** |
| Yes  No |

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| **Status report and own assessment of progress in relation to the PhD plan and agreement:**  The following points may be covered in your presentation if they apply to your doctoral training:  -progress in your research project  -stays abroad/international visits -data collection/experiments/fieldwork  -publications published  -change in infrastructure or financial terms  The report should focus on your research progress. Should you however, have information which may be regarded as sensitive, such as leave of absence in relation to sickness, this should be communicated directly to the Head of programme or the PhD coordinator. You may NOT include sensitive information in this progress report. |
| (The description should be no longer than half a page) |

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| **Subjects presented in the coursework plan** |
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| **Have you completed the training component (30 credits)?** |
| Yes  No |
| **Plan for remaining subjects** |
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| **Reasons for any divergence** |
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| **Have you carried out a midway evaluation?** (if yes, specify when) |
| Yes. When?  No |
| **When is the mid-way evaluation planned for you?** |
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| **Do you have duty work as part of your employment contract?** (if yes, which percentage?) |
| Yes. Percentage:  No |
| **To what extent have you carried out duty work during your PhD period? You can estimate the dedicated duty work in hours (25 % duty work for four years at HVL is a total of 1687.5 hours)** |
|  |
| **What kind of duty work have you been doing since your last progress report? You may tick of more than one alternative.** |
| Teaching  Research administration  Laboratory- and technical work  Dissemination of project results  Other |
| **Would you say that the duty work is well organized by your employer?** |
| Yes  No  I do not know |
| **Do you work full time with your PhD (included duty work)?** (If no, please indicate percentage and short justification for part-time) |
| Yes  No. Percentage:  Justification for part-time: |

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| **Have there been changes to the supervision relationship in the reporting period for example a new supervisor or a supervisor who is replaced?** (if yes, which) |
| No  Yes. Which? |
| **Overall, how satisfied are you with your supervision?** |
| Very satisfied    Satisfied    Partly satisfied  Partly dissatisfied    Dissatisfied    Very dissatisfied |
| **How satisfied are you with the frequency of the contact with the supervisor(s)?** |
| Very satisfied    Satisfied    Partly satisfied  Partly dissatisfied    Dissatisfied    Very dissatisfied |
| **Does the cooperation with supervisors work satisfactorily?** (if no, why?) |
| Yes  No. Why? |

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| **Anything else you would like to report** |
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**Signature PhD candidate**

**Date/place** ………………………………. **Signature** ……………………………………………………….  
 **PhD candidate**