

The Progress Report – General Notes

For the initial application, a description of the doctoral thesis project, including previous academic achievements, preparatory work for the project and a work plan and timetable should be submitted.

Before the end of the first and second funding year, the scholarship holder must submit a progress report on his/her doctoral project as well as an assessment by their main supervisor. If, on the basis of the interim report and the assessment, timely progress of the doctoral thesis is not recognizable, the approval of the scholarship may be revoked.

The progress report describes what has been done in the past funding year and what interim results or outcomes have been achieved. The report is supplemented by an updated work plan and timetable explaining the next steps and phases of the project. The progress report must show the milestones achieved as well as the results of the work to date and the updated work plan and timetable for the continuation or completion of the project (for the third funding year and scholarships for the completion of the doctorate).

The progress report should also contain the following general information:

- Name and address
- Topic of your doctoral thesis
- Main supervisor
- Field and faculty
- Date funding began
- Time period covered by report

Each funding period has different requirements regarding the progress report (please see below). The progress report should adhere to the form and practices of your field of study. However, the following points should generally be included:

- initial hypotheses and objectives of your project
- a report on work you have already completed
- notes on any academic conferences or colloquia you have attended that had a direct bearing on your doctoral thesis or at which you presented material concerning your project
- a description of the findings you have made so far
- a report on any modifications you have made to your original concept, including the reasons for them, and an explanation of any delays you have experienced due to organizational or technical problems
- a discussion of the significance of your previous findings within the context of your doctoral thesis as a whole
- an account of any new problems or questions that have materialized since you began working on the project
- a description of the next steps you plan to take to complete your doctoral thesis
- a concrete plan and schedule for the new funding period you are applying for
- notes/references and tables

General Format of Progress Reports

For an initial application (1st to 12th month)

- Max. 12 DIN A4 pages (incl. footnotes/endnotes/references and indexes)
- 12-point Arial
- Single spaced

For an application for continued funding (13th to 24th / 25th to 36th month))

- 3–6 DIN A4 pages (incl. footnotes/endnotes/references and indexes)
- 12-point Arial
- Single spaced

For an application for an extension due to exceptional circumstances (37th to 48th month)

A report is required outlining the substantive and chronological development of the results achieved so far, as well as providing a work and timeline plan for the continuation or completion of the project. Specific reasons must also be stated explaining why further funding is required. A justified case exists in particular if the scholarship holder has to care for a child under the age of fourteen or a relative in need of care, or is significantly restricted in their work on the doctoral project due to non-temporary or chronic health impairments. The application must be accompanied by suitable evidence of the reason for the extension claimed.

- 5–12 DIN A4 pages (incl. footnotes/endnotes/references and indexes)
- 12-point Arial
- Single spaced

Progress Reports after the End of Funding

A final funding report must be submitted no later than **six months** after the end of the funding period (see Section 7a of the Statutes of the University of Freiburg on the implementation of the Act on Graduate Funding of the Land of Baden-Württemberg (LGFG)). The scholarship holder shall report on the work carried out during the entire funding period and present the results of the project. The report must include a detailed account of the work completed throughout the funding period, an explanation of any delays, and a description of the project findings. In addition, the scholarship holder must submit a statement from the main supervisor with each progress report.

- 3–6 DIN A4 pages (incl. footnotes/endnotes/references and indexes)
- 12-point Arial
- Single spaced

Progress reports must be written for two additional years. The first annual report must be submitted 12 months after the end of funding, the second 24 months after the end of funding. The reporting obligation ends 2 years after the end of the funding, but at the earliest after submission of the confirmation of the doctoral thesis submission. If the doctoral thesis has been submitted, confirmation of submission is sufficient. The reporting obligation does not apply in this case.