

**MoMeD Progress Report**

**Regular Scientific Assessment**

***-Template for students enrolled in MoMeD***

Guidelines, updated June 2023

The purpose of the progress report is to ensure efficient and continuous evaluation of the PhD project. The report allows you to step back from the bench, evaluate your progress and set milestones for the remaining period. In addition, the report sets the stage for getting feedback from *all* supervisors. Please find information on how to perform your assessment on the [MoMeD webpage.](https://momed.ku.dk/about-momed/momed-progres-reports-and-assesments/)

The report is written by you, the MoMeD student, and must be accepted by the supervisor and co-advisor. Upon reading the report you and your supervisors must meet to discuss project progress and priorities, which are then approved by all supervisors and summarized on the last page of the report (please fill out part 9 of the report together with your supervisor).

The Project meeting is called by you, the student. **Please use the template on the following pages for the report**. If you already submit reports with a similar content for other purposes (e.g. EU projects or Research Centre reports), you are welcome to submit these reports to MoMeD instead.

**Self-evaluation questions:** 6 evaluation questions have been included in these guidelines; these are to be answered by both you and your supervisor before the meeting and the answers are to be discussed (at the meeting). **You do not need to include this in the report you send to MoMeD.**

The [Graduate School](http://healthsciences.ku.dk/phd/guidelines/assessment/) requires that you perform a regular assessment and submit a form afterwards in PhD planner. The dates for the regular assessments are stated under your PhD registrations on KUnet and in your enrolment certificate. The MoMeD progress reports and supervisor meetings **follow the same intervals**. You can read [here](https://healthsciences.ku.dk/phd/supervision/assessments/submit-your-regular-assessment_phd-planner/) on how to submit your regular assessments to the Graduate school. **Please send this progress report to MoMeD and not to the Graduate school.**

**Please contact the Graduate School and MoMeD immediately if you are unable to meet the deadline due to e.g. leave or stay abroad.** Inform MoMeD@bric.ku.dk if your deadline is postponed.

**Confidentiality:** The submitted progress reports will be stored locally at the MoMeD Administration and only viewed by the coordinators and the Head of MoMeD.

**The report should include the following:**

1. Background of the project
2. Aim (s)
3. Status
4. Intermediate goals for the current project period
5. Progress since last report/start including presentation of representative data.
6. Future plans
7. Courses taken (short list)
8. Status of stay at another research environment
9. Progress form (fill out together with your supervisor)

**Evaluation questions***These questions are to be answered by both student and supervisor before the meeting. The purpose is to promote a discussion between student, co-supervisor and supervisor regarding interactions and expectations.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Please rate the following questions:** | **☺** | **😐** | **☹** |
| How satisfied are you with the overall progress of the project? |  |  |  |
| How would you rate your current level of motivation? |  |  |  |
| How would you rate your current level of productivity? |  |  |  |
| How satisfied are you with the level of training provided in relation to the project tasks? |  |  |  |
| How satisfied are you with the interaction with your supervisor? |  |  |  |
| How satisfied are you with the interactions within the group? |  |  |  |

**Comments:**



**MoMeD Progress Report**

|  |  |
| --- | --- |
| Name: |  |
| Project title: |  |
| Supervisor: |  |
| Co-supervisor: |  |
| Report no.: |  |
| Date of submission: |  |

**1) Background**

*Brief background of the project (½ page max):*

**2) Aim (200 words max):**

*Overall aim(s) of the project*

**3) Status (1/2 page max):**

*Short overview of previous conclusions and progress in the literature of direct relevance*

*for the project (if any)*

**4) Intermediate goals for the current project period:** *Bullet points (priorities set at the last meeting)*

**5) Progress since last report including data (5 pages max):** *Include strategy, results and conclusions. Include only main finding and key figures*

*Highlight successes and problems you have had and can foresee*

**6) Future plans (1/2 page max):** *Bullet points. Include time schedule and priorities for the next 6 months and until handing in the thesis. Please draft, and revise this section once the meeting has been held*

**7) Courses taken (short list):**

|  |  |  |
| --- | --- | --- |
| **Period** | **PhD course title** | **ECTS** |
|  |  | **Total:** |

Mandatory courses for PhD students in MoMeD

* Responsible conduct of research 1+2 (offered by the Graduate School of Health and Medical Sciences)
* Summer School (every year in May-June, you should attend every year)
* Scientific Project Planning and Management 1+2.

Take RCR 1 and SPP 1 within the first 6 months - 1 year of your PhD project and RCR 2 and SPP 2 at around 2-2.5 years in your PhD project.

PhD students must complete coursework or other similar programme elements totalling approx. 30 ECTS credits.

**8) Status of stay at another research environment**

*Stay at another research environment for at least 1 month is mandatory (Graduate School rules).*

***Please state planning stage of such a stay or whether it has already been completed.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Status for stay abroad** | **Tick off** |
| Pending |  |
| Planned |  |
| Completed |  |

**9) Progress Form (Fill out this part together with your supervisor)**

Ph.D. student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report no \_\_\_\_\_\_\_\_\_\_\_

Submitted (date) \_\_\_\_\_\_\_\_\_\_\_

The report has been accepted, and a meeting between the student, the supervisor and the co-supervisor has been held. The following goals and results achieved in the current project period were discussed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plans and milestones for the next project period:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remember to send a copy of the report to MoMeD (Momed@bric.ku.dk).