

## DOCTORAL SCHOLARSHIPS

### LEAFLET FOR THE PREPARATION OF INTERIM AND FINAL REPORTS

#### **Interim report before the end of the first and second year of funding**

In accordance with § 3 of the scholarship agreement for doctoral scholarships, scholarship holders are obliged to submit an interim report two months before the end of the first and second year of funding to the Research and Graduate Services.

The interim report should meet the following formal requirements:

1. A short description of the progress of the research project and, if applicable, information on any resulting changes to the research project, including an updated work and time schedule (max. 4 pages).
2. Certificates of attendance at workshops from the "Academic Skills Training" or other workshops attended, you wish to recognize credit for within the scholarship agreement.

If required, the Research and Graduate Service can obtain a statement on the interim report from the supervisor.

Please take into account the [guideline](#) for structuring the report.

#### **Request for extension before the end of the third year**

According to § 1 (3) of the scholarship agreement, the request for extension must be submitted to the Research and Graduate Services two months before the end of the three-year standard funding period. The request will then be submitted to the Awards and Grant Commission for evaluation.

The request for extension should meet the following formal requirements:

1. An Informal letter requesting the extension.
2. A report (6-8 pages) including
  - presentation of the progress of the research project,
  - information on the current status,
  - a revised work and time schedule,
  - a preliminary outline.

3. A list of publications (if available) and an overview of attended workshops, conferences etc..
4. An overview documenting participation in six courses of the "Academic Skills Training" in the past three funding years, including certificates of participation.
5. A sample of your work (max. 20 pages).

The Research and Graduate Service obtains a short statement from the supervisor of the doctoral project, which should include a short assessment of the commitment within the certified graduate centre (in consultation with the responsible person).

Please take into account the [guideline](#) for structuring the report.

### **Final report with expiry of the total funding period**

In accordance with § 3 of the scholarship agreement for doctoral scholarships, scholarship holders are obliged to submit a final report to the Research and Graduate Services without being requested to do so.

The final report may be submitted informally and may not exceed six pages.

Special attention must be paid to the following points:

1. A description of how the funding period since the request for extension has been used and documentation of the current status of the doctoral project (if applicable, reasons if the doctorate was not completed within the funding period and when completion is expected).
2. The mention of publications, participation in meetings and conferences, courses within the framework of the "Academic Skills Training" etc.

Please take into account the [guideline](#) for structuring the report.

## Guideline for interim and final reports by scholarship holders of the University of Erfurt

Please take the following specifications into account when structuring your short reports.

### General information on the report

- Name and date
- Title of the project/working topic
- Reporting period, total period of eligibility

### Structure

1. Objectives of the project and initial questions
  - Description of the research interest and research hypotheses
  - Postdocs: which funding format should be applied for
2. Work carried out and presentation of project progress
  - Presentation of the investigation method and procedure used
  - Deviations from the original concept/ timetable with reasons
  - Mention of publications, participation in meetings and conferences, courses within the framework of the "Academic Skills Training" etc.
- 3.1 Interim Report/ request for extension: Presentation of the results achieved & further procedure
  - Current status of the project, achievement of the objectives, progress of the project work
  - Updating of the work and time schedule
  - if necessary: provisional breakdown
- 3.2 Final report: Presentation of the results achieved
  - Current status of the project, achievement of the objectives, progress of the project work
  - Unexpected events in the course of the project and in the results
  - Utilisability of the project results or handling of the achieved project results
  - Conceivable follow-up projects or further development of the project
  - Please give reasons if the doctorate or project application was not completed within the funding period and indicate when the project application can be expected to be submitted.

Please use easily understandable language in the report. The report should be understandable without the need to consult further literature.

If it serves the purpose of comprehensibility, the use of diagrams or tables is recommended for the presentation of the results and for illustrating the timetable.

Please submit the report incl. all attachments in one file to [graduiertenfoerderung@uni-erfurt.de](mailto:graduiertenfoerderung@uni-erfurt.de).