



University of Minho
School of Engineering

Guidelines for the elaboration of the PhD Progress Report and Supervisor's Report

The **Progress Report** regarding the preparation of the doctoral thesis must be produced by the student on an annual basis, with a length of 1 to 4 pages. The report must also focus the following issues:

a) **ACTIVITY DEVELOPED DURING THE REPORTED PERIOD**

Describing the activities develop during the years and compare them with the thesis plan, namely:

- tentatively mentioning an execution percentage for each task (and each sub-task, if applicable) previewed in the thesis plan;
- identifying and justifying, when possible, possible deviations regarding the list of goals set in the thesis plan; insufficient quality results shall also be identified and justified.

b) **RESULTS IN THE REPORTED PERIOD**

Present the scientific production and training of the student along the reported period:

- including a list of published articles or those submitted for publication during the reported period;
- eventually including the list of articles published since the start of the Programme, , to justify an atypical period;
- presenting a list of scientific events, or of other nature, in which the student participated in this period.

c) **ACTIVITIES TO BE DEVELOPED (AND PLAN UPDATE)**

Briefly describe the following activities and, if necessary, include and update of the work plan:

- including proposal(s) of corrective actions regarding the observed deviations;
- including a proposal for the revising of the work schedule (tasks and sub-tasks).

As an example, a model report structure is presented attached to this document, which may be considered when elaborating the report. Bearing in mind the peculiarities of some projects, the report may present a different structure (or format); notwithstanding, the points a), b) and c) mentioned above must be focused.

The **Supervisor(s) Report** must briefly assess, in no more than one page (example below), the work developed by the student which is described in the training report. When applicable, a reference to potential delays must be included; in this case, the viability of the projects' continuation must be confirmed.

In case the report proposes a disruption of activities, a detailed justification of the reasons leading to this disruption must be presented.