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| **To:** |  |  |
| **The Registrar** | **Date:** | *……/……/…………* |
| Department of Public and Community Health | **Ref. No:** | …………………….. |
| School of Public Health |  |
| Athens Campus | *(to be filled in by the Registrar)* |
| Athens, Greece |  |

**DOCTORAL CANDIDATE ANNUAL PROGRESS REPORT**

*From ……(month)/…………(year) to ……(month)/…………(year)*

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| --- |
| *Completion guidelines: The form is completed electronically by the Doctoral candidate every 12 months since the official start date of the doctoral studies, then forwarded to the members of the Doctoral Advisory Committee (D.A.C.) by the Supervisor for their information and feedback. The D.A.C. recommendations are discussed first between the Supervisor and the candidate and at a second stage between the candidate and the D.A.C. members. Once the text is finalized, the candidate and the Supervisor have to insert their short signature on every page, apart from the last page, where they fully sign the document, along with the other members of the D.A.C.**Important notice: A recent curriculum vitae of the doctoral candidate should be attached to this form.* |
|  |
| **IDENTIFICATION INFORMATION** |
| **Last name** | *………………………...* |  | **First name** | *………………………* |
| **email** | *………………………...* |  | **Telephone No** | *………………………* |
|  |  |  |  |  |
| **ENROLLMENT DATA** |
| Matriculation No | *…………………………* |  | Research language(s) | *English**……………………..* |
| Dpt. Assembly No*(for appointment of Doctoral Advisory Committee and dissertation research field)* | *……* |  | Dpt. Assembly date | *……/……/…………* |
| Doctoral dissertation start date  | *……/……/…………* |  | Expected doctoral dissertation completion date | *……/……/…………* |
|  |  |  |  |  |
| **Dpt. Sector** *(if applicable)* | *……………………………………………………………………………………..* |
| **Dissertation Title** | *……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..* |
|  |  |
| **DOCTORAL ADVISORY COMMITTEE (D.A.C.) MEMBERS** |
| Member A (Supervisor) | Last name |  | First name |  |
|  | Academic rank |  | H.E.I. name |  |
|  | School |  | Dpt. |  |
| Member B | Last name |  | First name |  |
|  | Academic rank |  | H.E.I. name |  |
|  | School |  | Dpt. |  |
| Member C | Last name |  | First name |  |
|  | Academic rank |  | H.E.I. name |  |
|  | School |  | Dpt. |  |
|  |  |
| **DOCTORAL DISSERTATION ABSTRACT** *(up to 300 words)* |
| *……………………………………………………………………………………………………………………...**……………………………………………………………………………………………………………………...**……………………………………………………………………………………………………………………...**……………………………………………………………………………………………………………………...**……………………………………………………………………………………………………………………...**……………………………………………………………………………………………………………………...**……………………………………………………………………………………………………………………...**……………………………………………………………………………………………………………………...**……………………………………………………………………………………………………………………...**……………………………………………………………………………………………………………………...**……………………………………………………………………………………………………………………...**……………………………………………………………………………………………………………………...* |
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| **A. PROGRESS REPORT IN RELATION TO THE PREVIOUS YEAR** |
| **1. Work preparation stage** | *The progress of the project up to the completion of this form is reported. In particular, the research activities carried out during the previous academic semester are described, along with their results, depending on the stage of the research (e.g. submission of proposal/protocol, completion of literature review, data collection, data analysis, preliminary findings, chapters written, etc.). All relevant documentation, e.g. research proposal, chapters, articles, results tables, etc., should be attached to this form.* |
| **2. Evaluation of the degree of fulfillment/deviation from the objectives** | *According to the objectives described in the previous progress report.* |
| **3. Description of difficulties, impediments and limitations** | *Mention any important problems or difficulties that were observed and prevented the smooth progress of the work.* |
| **4. Changes and modifications of original objectives** | *In case of deviation from the original objectives (as described in the research protocol and/or in the annual progress reports), the necessary modifications are described.* |
|  |  |
| **B. ACTION PLAN FOR THE FOLLOWING YEAR** |
| **1. Description of research objectives for the next 12 months***(½-1 page)* | *Both immediate (activities scheduled to be completed) and long-term goals (activities that will start but not necessarily be completed in the following year) are mentioned, e.g. completion of a certain stage of the research, data analysis, presentation of conference papers, writing of chapters/articles, etc.* |
| **2. Expected impediments and proposed solutions** | *Expected difficulties and impediments for the smooth progress of the work and suggestions or alternative actions for their resolution.* |
| **3. Personal development** | *Recommendations to achieve research, learning or professional goals and personal development (e.g. courses and educational programs attendance, conference participation, events organisation, teaching assignment, etc.)* |
| **4. Overall evaluation of the progress of the work and self-evaluation of the candidate***(½ page)* | *Brief progress assessment from the beginning of studies up to this day and self-assessment – ​​strengths, weaknesses and needs.* |
|  |  |
| **C. COURSE ATTENDANCE AND OTHER PROGRAM REQUIREMENTS** |
| **1. Doctoral modules***(if applicable)* | *If the program requires course attendance, fill in below which one(s) you have attended up to this day. Then refer to the module(s) you plan to attend during the next academic semesters.*  |
| Module code/Title | ECTS | Semester |
|  |  |  |
|  |  |  |
|  |  |
| **2. Study stages** | *Note the dates on which the referred actions were completed or are planned to be completed* |
| Action | Completed | Completion date(Actual or Expected) |
| *Submission and approval of research proposal/protocol* | *YES/NO* | *……/……/…………* |
| *Submission of first Annual Progress Report* | *YES/NO* | *……/……/…………* |
| *Completion of modules (if applicable)* | *YES/NO* | *……/……/…………* |
| *Submission of 2nd Annual Progress Report* | *YES/NO* | *……/……/…………* |
| *Comprehensive examination* | *YES/NO* | *……/……/…………* |
| *Presentation at the annual Doctoral candidates’ Conference* | *YES/NO* | *……/……/…………* |
| *Doctoral dissertation submission* | *YES/NO* | *……/……/…………* |
| *Other (please mention) ………………………..* | *YES/NO* | *……/……/…………* |
|  |  |
| **3. Courses/Seminars attendance** | *State any courses/training seminars/workshops you attended, apart from the ones required by the program. List their title, date and duration.* |
|  |  |
| **D. RESEARCH ACTIVITIES***Provide information only for applicable categories. In case of an annual report, attach the relevant articles/abstracts, etc. Use the citation system applicable to your field (eg APA, MLA, Harvard, Chicago, etc.)* |
| **1. Paper submission and publication in journals** | *……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..* |
| **2. Presentations at scientific conferences** | *……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..* |
| **3. Participation in conferences, workshops, educational programs, etc.** | *……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..* |
|  |  |
| **E. TEACHING DUTIES OR OTHER ACTIVITIES***Provide information only for applicable categories.* |
| **1. Teaching duties (e.g. teaching assistant) or other contribution to the teaching work of the Department** | *……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..* |
| **2. Participation in other research activities** | *……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..* |
| **3. Other activities (e.g. participation in committees/professional organisations and associations, event organisation, etc.)** | *……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..**……………………………………………………………………………………..* |
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| **F. EVALUATION** |
| **1. Overall Evaluation of Doctoral Dissertation Progress** |

|  |  |
| --- | --- |
|  | *(choose only one)* |
| *Sufficient Progress* | [ ]  |
| *Insufficient Progress* | [ ]  |
| *Proposal to discontinue Doctoral Dissertation* | [ ]  |

 |
| **2. Detailed Justification of Doctoral Dissertation Progress Evaluation.** *(up to 1 page)* | *Obligatory field.* |
| **3. Suggestions for the improvement of the Doctoral Dissertation progress.** *(up to 1 page)* | *Optional field. To be completed only in case of an “Insufficient Progress” at field 1.* |
| **4. General remarks on the continuation of the Doctoral Dissertation preparation.** *(up to 1 page)* | *Optional field.* *To be completed only in case of a "Sufficient Progress" at field 1. Examples may include special remarks towards the candidate, encouraging comments, suggestions for additional research problems that the candidate could examine in the continuation of the dissertation, etc.* |

Submission date: ……/……/…………

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| --- | --- | --- |
| The Doctoral Candidate(Name, Surname) |  | D.A.C. Member A (Supervisor)(Name, Surname)(Academic rank) |
|  |  |  |
|  |  | D.A.C. Member B(Name, Surname)(Academic rank) |
|  |  |  |
|  |  | D.A.C. Member C(Name, Surname)(Academic rank) |
| **Attachments**:1. Doctoral Candidate’s recent c.v.
 |  |  |