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| Date received at FGSE Doctoral Secretariat : |

Insert NAME of doctoral student

Insert EMAIL of doctoral student

**REPORT OF ANNUAL THESIS SUPERVISORY COMMITTEE MEETING**

**Faculty of Geosciences and Environment**

This document is intended to facilitate good supervision and monitoring of doctoral work in FGSE.

Reminder of the regulations *(unofficial translation*):

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| **Art. 5.2-5.3 - Direction de thèse**  *2 The Thesis Director supervises the scientific research carried out by the Doctoral student; he or she promotes the student's progress and the acquisition of scientific and cross-disciplinary skills, and ensures his or her professionalization; in addition, he or she is responsible for the smooth administrative running of the thesis. These responsibilities and duties are assumed in accordance with the procedures, steps, and directives of the UNIL, the FGSE, and the UNIL Doctoral Charter.*  *3 The Thesis Director is responsible for setting up a Thesis Supervision Committee during the first year, ensuring that it meets regularly and transmitting the resulting reports, according to the modalities described in article 12.*  ***Article 14.1-14.7 - Thesis Supervision Committee***  *1 A Thesis Supervision Committee periodically assists the Doctoral student. The Doctoral student presents to this Committee the progress of his or her research and/or writing as well as his or her plans for the next steps of the doctoral research.*  *2 The Thesis Supervision Committee is set up on the joint proposal of the Thesis Director and the Doctoral student (and the Co-director and the Faculty Referent if they exist). It comprises at least three persons, including the thesis director and an internal expert from the University of Lausanne. The members can be changed, following the same procedures as above, as the research evolves.*  *3 The Thesis Supervision Committee meets during the first year and then on an annual basis. The Committee may also meet at other times if necessary.*  *4 The objective of the Thesis Supervision Committee meetings, particularly the first one during the first year, is to ensure that for all parties the conditions are met for the thesis to continue in good conditions.*  *5 Before each meeting of his or her Thesis Supervision Committee, the Doctoral student shall prepare a summary document outlining the work accomplished and the objectives for the following periods.*  *6 After each meeting of Thesis Supervision Committee, the Doctoral student summarizes the Committee's various recommendations; the Thesis Director summarizes the Committee's views on the Doctoral student's scientific and professional progress. This report is signed by the Doctoral student and the other members of the Committee.*  *7 The Thesis Director shall ensure that all these documents are submitted to the Dean's Office via the Doctoral Students' Secretariat after each Monitoring Committee meeting.* |

So that the thesis committee can focus on the most important matters, it is recommended that the doctoral student sends his or her activity report (Part I of this report, with optional annexes) to the committee members *before* the meeting.

The meeting of the thesis supervisory committee is an occasion to assess the progress of the thesis with respect to the objectives established and the time passed. The goal is to make sure that the work is proceeding well and, if necessary, to make proposals as to how to improve the work. Moreover, the meeting can also serve to advise the doctoral student about his/her career plans.

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| This document « Report of the annual thesis supervision committee meeting » has two parts:  Part I – the **activity report,** prepared by the doctoral candidate  Partie II - the **progress assessment** resulting from the meeting, filled in by the doctoral student and the thesis supervisor, and signed by all parties concerned. |

Note : This procedure is different from the annual survey run every May-June by the Graduate Campus. They are mutually exclusive.

# Part I - General information and activity report

*To be filled in by the doctoral candidate*

1 – Information on the thesis and its supervision

**The thesis project**

Field for your PhD degree:

☐ Earth sciences

☐ Environmental sciences

☐ Geography

☐ Tourism studies

Topic or provisional title of your thesis: please insert text here

Date thesis started: please insert text here

**Thesis supervision:**

Thesis Director: please insert the name here

[If appropriate:]

- Thesis Co-director: please insert the name and contact information here

- Referent: please insert the name here

- Co-tutelle: please insert the name of the partner university and the second director here

**Your status and funding of thesis**

How is your thesis / your academic work funded?

☐ Graduate assistantship (assistant diplômé) please insert name of professor or group

☐ Project please detail

☐ Scholarship please detail

☐ Selfinanced / independent student

☐ Other please detail

If applicable: Date of start, duration of contract, employment rate: please detail

2 - Brief activity report

*[Note: if a separate activity report is submitted as an annex to this form, only fill in the missing information]*

***A.1 Research***

1. General state of your thesis work: main accomplishments

Please insert your text here

2. Presentations of your research in conferences / workshops:

Please insert your text here

3. Publications (submitted, accepted, published; articles, book chapters, etc.):

Please insert your text here

4. Other activities or contributions of your research (popular science communication, consulting contracts, media, etc., please specify):

Please insert your text here

5. Participation in research networks and scientific associations (formal or informal)

Please insert your text here

6. Prizes or awards:

Please insert your text here

***A2* *- Implication in teaching (if relevant)***

Please insert your text here

***B. Training and continued education***

1. Attendance at seminars, conferences, workshops (not yet mentioned above):

Please insert your text here

2. Presence at other events and trainings (internal or external trainings, CUSO doctoral programs or other, please specify):

Please insert your text here

3. If applicable, certificates obtained:

Please insert your text here

4. Other skills obtained any other way not yet mentioned above (trainee, etc. please specify):

Please insert your text here

***C.******Your goals and plans for the next year*** (for discussion at the committee meeting)

Please insert your text here

***D.******Assessment***

1. Your assessment of your own progress

Please insert your text here

2. Do you find that you benefit from adequate conditions for successful, timely progress in your thesis (and for your doctoral training and professional preparation)?

Please insert your text here

***E. Any other information you would like to mention about the past year or about your expectations:***

Please insert your text here

3. Annexes

If applicable, list the documents annexed to this report. For instance, detailed activity report, thesis proposal, data outputs, writing sample to be discussed (e.g. draft chapter), publication, etc.

***List of annexes***

Please insert your text here

# II. Meeting outcome and way forward

*To be filled in by the doctoral candidate*

1. Date of meeting of the committee and list of participants:

Please insert your text here

2. Summary of comments and main recommendations received during the meeting:

Please insert your text here

3. Do you find that you benefit from adequate conditions for successful, timely progress in your thesis (and for your doctoral training and professional preparation)?

Please insert your text here

4. Additional remarks (and/or mention of special circumstances that affect your progress (e.g. illness, parental leave, …)

Please insert your text here

*To be filled in by the thesis director*

4. Point of view of the thesis supervision committee on the general progress of the project and the doctoral candidate:

Please insert your text here

5. Do you find that the candidate benefits from adequate conditions for successful, timely progress in his or her thesis (and for his or her doctoral training and professional preparation)?

Please insert your text here

6. Additional remarks:

Please insert your text here

**Signatures required before submitting the document to the Doctoral secretariat, Geopolis 4611**

*In case of unsurmountable disagreement over the contents of this part of the annual report, separate reports may be submitted.*

Doctoral candidate:

Date: Signature:

Thesis director:

Date: Signature:

If applicable, thesis co-director:

Date: Signature:

If applicable, referent:

Date: Signature: (or validation by email)

Other member of thesis supervisory committee: Signature (or validation by email)

Date:

Other member of thesis supervisory committee: Signature (or validation by email)

Date:

Other member of thesis supervisory committee: Signature (or validation by email)

Date:

**for the Dean’s office / Doctoral secretariat – Do not fill in**

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| Acknowledgement and, if necessary, comments by the Vice Dean of Research:  Date: Signature: |

NB: this document is part of the doctoral student's academic file. It is confidential and intended only for the doctoral student, the supervisory committee and the Dean's office.