

BIGS-Theodor-Brinkmann-Graduate School

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Guidelines “How to write your annual PhD Progress Proposal”

All BIGS-TBGS PhD students have to write an annual PhD Progress Proposal, which has to be submitted to the PhD Thesis Committee latest two weeks prior the Thesis Committee Meeting. The first Thesis Committee Meeting takes place 12 months after the start of the PhD project, and afterwards every 12 months.

The proposal should not exceed 10 pages (Arial 11pt, Times NewRoman 12pt), 1.5 spacing). It should include an introduction, aims of the project, methods and results, outlook and explanations of difficulties.

The Proposal should be structured as followed:

1. Introduction/Background of the Project and specific aims
 - Give an overview about the current status of your research field
 - Which questions about your research field are still open and will be addressed and why?
 - What are the aims of your PhD project?
2. Preliminary Data (methods & results)
3. Progress of the Research
4. Future research plan/timeline
5. References
6. Publications
7. Planned courses, conferences, workshops.....