**Recommendations for the Yearly Assessment of the Fulfillment of Your Individual Curriculum / Study Plan**

* when filling the data in the **List of Duties**, include (*besides other study duties that you fulfilled during the respective academic year*) also the complete information about your papers published during the respective year and/or conferences you took active part in (*of course, only such papers and conferences which are related to your dissertation thesis / study in our doctoral study programme, i.e., if you are an author of a paper dealing with, e.g., astrophysics, it is certainly nice but of no interest for our Subject Area Board*). However, please include only such papers that were already published or at least accepted for publication, i.e., when you know their complete citation particulars (*or at least their DOI*). Do not include manuscripts you are only working on or which are only submitted but not yet accepted (*however, if you want to, you can state that you are preparing some such manuscript or that it is currently under review at the Conclusion of the Assessment*).
* in case you did publish some papers, did participate in some conference, etc., always (*in case it is technicaly possible*) include their pdf as a supplemental file(s). You do not have to worry about the violation of any licencing rights – these pdfs are not made public but serve only for the internal needs of the Subject Area Board during your yearly assessments.
* when filling the paragraph on the **Progress of the Doctoral Dissertation**, **always give factual information** andbriefly describe the work you have done during the respective academic year (*i.e., it is not sufficient to write only „the dissertation work continues according to the plan“ and nothing more; the Head of the Subject Area Board will return it to you for correction if she deems the information given on your progress insufficient*. *This decription does not have to be long but must contain sufficient amount of facts*). Do not include information on your papers, conferences, exams, grants, internships here – such information belong to the List of Duties.
* whenever possible, couple the information on your fulfilled duties (*lectures/courses, papers, conferences, grants, internships abroad …*) with the available databases (SIS, OBD, others) using the symbol of the small chain. It is simple, it saves you a lot of work (*e.g., you do not have to manually write the full citation of some paper in case it is already in the OBD database*) and it enables a better control from our side.
* in case you did not fulfill some duty planned for the respective year (*or even in the previous years*) according to your initial study plan, you should always state the reason for this. Without a proper (and acceptable!) explanation this would mean that your assessment grade must be B – and although this currently does not affect the continuation of your study, it can affect your availability for some one-time scholarship, award, etc.
* any cancellation, as well as any substitution of some study duty originally included in your individual study plan by some other subject, must be always agreed to by both your supervisor and the Head of the Subject Area Board. The **necessary form for such request** (*which must be printed and signed by all relevant persons*) can be found at the web pages of the administrative departments for doctoral studies at the respective faculty; the personnel there will give you advice about this, in case it is necessary. You can submit this application to the respective department any time during the academic year. This application must contain the exactly stated reason you want to cancel/substitute your original duty (*e.g. „the number of students for the course was limited and I could not be included“, „the course was cancelled“, „I request the substitution of the course AAA by the course BBB because it will be more useful for my dissertation“, „I was abroad for a half-year internship at XXX and could not thus particilate at this course“, etc.*). Before the Head of the Subject Area Bord signs any request for substitution of some lecture/course for another, she will want to know more about the newly proposed lecture/course (not only its general topic, but more detailed contents, length, organization …) to judge whether such substitution would be an adequate one (*however, it is sufficient to send this information by e-mail prior to submitting the official request form*). In case you only want to move the respective duty into the next academic year, no official form is necessary and an explanation why do you want this, stated in your yearly assessment in the SIS, will suffice. In order to do this, please **adhere to the instructions of the respective administrative department of your faculty**.
* it is not possible to make any change in your supervisor (or adding a co-supervisor/advisor) without a previous approval by the Subject Area Board (*which takes some time*)! The same applies for the change of the topic of your dissertation thesis (*however, not for smaller changes in the title of your dissertation, which can be done directly in the SIS – but please, consult them with the administrative personnel beforehand*). In case you or your supervisor want to make such change, it is again necessary to **officially submit a printed, filled and signed form** to the relevant administrative department of your faculty. Besides this form, which is submitted by a student (*e.g., you*), any person, who has not previously supervised some student in our doctoral study programme and wants to do so, must be approved by the Subject Area Board and the Scientific Council of the respective faculty (*as stated in the Requirements for Supervisors section of our web page*).