**Instructions for preparing a progress report**

Progress reports are the most important part of following students’ progress. They represent usual method for overseeing students in postgraduate studies, where they help students and mentors to prepare better PhD theses. Progress reports help students and mentors to avoid potential mistakes on time, which could eventually result in negative peer review of manuscripts submitted to journals. Besides helping students and mentors to prepare high-quality research plans, reports also prepare and enable students for sometimes stressful presentations in front of official committees that evaluate PhD thesis proposal or completed PhD thesis.

At the TRIBE program there are two annual progress reports, usually held during January and July, where students in front of the program directors, their colleagues and mentors need to present their progress in preparing PhD thesis and manuscript publication. Presence at these reports is mandatory, and date of the report is scheduled together with students to make sure all students from a class will be present at the report. Reports can be organized for students of multiple study years at the same time.

Progress reports are graded with grades ranging from 1 to 5, where 1 is a non-passing, insufficient grade and 5 is excellent grade. A grade is composed of three elements: a) progress in research, b) quality of presentation and c) scientific aspect – quality of proposed/conducted research. Grades earned at these reports are written in the Index (two grades per year) and students get appropriate number of ECTS points, according to the Plan and program of the TRIBE program (each annual report carries 5 ECTS points, which is 10 ECTS points per year.

Progress report can be presented in either Croatian or English language.

For students who are justifiably absent or who got negative grade for a progress report, a new date for a report will be scheduled. Those re-scheduled reports are not obligatory for other students and they are considered exam terms. Each student can participate in up to 4 exam terms during one academic year. Schedule of reports in an academic year is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **1. exam term** | **2. exam term** | **3. exam term** | **4. exam term** |
| First progress report | End of January | February | March | April |
| Second progress reports | Beginning of July | End of July | August | September |

Progress report is composed of two parts:

First part consists of a written research plan, progress report and work plan ([submission form](http://neuron.mefst.hr/docs/graduate%20school/tribe/Upute_obrasci/TRIBE-ResearchPlanForm-2018.docx)), which need to be submitted via e-mail to the program directors 7 days before the scheduled date of a progress report. Progress report contains planned activities for the next period and all the activities and results student achieved related to PhD thesis,

In all subsequent reports student may adjust their original research plan so that they have timely study protocol. Students will keep a history of changes in a study protocol until the final version of a study protocol is submitted to the PhD thesis committee. For reference management students need to use EndNote software (or equivalent). Students are kindly asked to name the documents in the following way: LastName\_ResearchPlanForm\_Verx\_yy\_mm\_dd.doc (red font marks parts that should be replaced with proper version of the document and current data).

Second part refers to oral presentation of student activities. For preparing a presentation, please use Instructions for preparing presentations ([link](http://neuron.mefst.hr/docs/graduate_school/tribe/Upute_obrasci/How_to_give_a_presentation.doc)). Presentation for the First progress report is different than all the other ones. Presentation for the First progress report cannot be longer than 10 minutes and it has to contain the following sections: introduction, hypothesis, methodology of a proposed research study. For all subsequent reports, presentation should take maximum 5 minutes and in those presentations students do not repeat introduction and methodology. Instead, main hypothesis is briefly presented, as well as aim of the study, and afterwards students are expected to present progress report – results achieved in the period since the last progress report.