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| --- | --- | --- | --- | --- |
|  | | | | USI, |
|  |  |  | Via Buffi 13  6900 Lugano  Switzerland |  |
| Mr. / Ms.  Name & Surname  Functions |
| from  tel  fax  e-mail  web  date |  | +  + | Gestione dottorato  41 58 666  41 58 666  @usi.ch  xxxx |
|  | | | | |

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**Doctoral Activities Report**

**Period of the report:**

**Ph.D. start date:**

**Thesis Director:**

**Thesis Co-director:**

**Research topic:**

All doctoral students, internal and external, that on the 30th of September are enrolled in the Ph.D. for at least six months, and that by the 30th of September have not yet submitted their Ph.D. thesis, are required to submit the activity report under Art. 13 of the Ph.D. Regulations of 2016.

The report shall be submitted once a year, in the period between the 1st and the 30th   
of September, in electronic format, to the Graduate Studies Committee (gestione-dottorato.com@usi.ch), and shall include a description of the activities carried out during the previous year. The report shall feature training activities (including any reported course assessments), participation in scientific events, and shall provide a description and the progress of the doctoral student’s research (including details on any article under review, accepted or published).

The annual report shall be submitted by the doctoral student only once it has been approved and signed by the Thesis Director.

In case the report is not submitted by the aforementioned deadline, the doctoral student receives a reprimand after 2 weeks and is urged via email to submit the report. If no report is submitted after a further two weeks of time, the doctoral student is summoned to a meeting by the Coordinator of the Graduate Studies Committee to explain their failure to submit this report. If the doctoral student does not provide detailed further information or an annual report within 2-4 weeks of the meeting, as defined by the Coordinator or the Graduate Studies Committee, or if the student fails provides adequate reasons during the meeting explaining why the report has not been submitted, the doctoral student can be excluded from the Ph.D. programme with decision of the Graduate Studies Committee under Art. 14 of the Ph.D. Regulations of 2016.

This module in English language has to be used by those doctoral students who write their thesis in English or in another Swiss national language, but not Italian. For those who write the thesis in Italian, use the corresponding Italian module.

Please complete each point without changing the order number or erasing points.

If one or more points do not apply to your activities, leave them empty. In the last point, you can add other/extra activities that you find relevant.

1. Ph.D. courses attended since the last submission of the Activity Report
2. Scientific events attended
3. Papers published, in revision, in peer-review (cut-off date is day of submission)
   * Published
   * In revision after being peer-reviewed
   * Submitted/ In peer review
4. Awards/formal recognitions
5. Scientific and professional memberships
6. Detailed description of the advancement of the research activity from the last submission of the Activity Report *(where applicable with regard to last years milestones)*
7. *(Optional of if required by supervisor): Provisional milestones for the next reporting period*

Sincerely,

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