Graduate School Chemistry

Guideline for the “6-month report”

When completing your report, please:

* answer all relevant questions fully, according to general scientific practices, and correctly describe your own preliminary work and that of others (leave all non-relevant questions blank).
* adhere to the numbering system of these guidelines and repeat the complete headline in each section;
* submit the report and appendices as a single pdf file to:  
  [gch@uni-konstanz.de](mailto:gch@uni-konstanz.de);
* submit your completed report in Arial font, size10, 1.5 line spacing;
* do not exceed the 10-page limit (your text without appendices).

Proposal Format:

1. General information

**1.1 Doctoral Researcher**

First name, last name

Institution and department (full name)

Work address

Telephone number

E-mail address

**1.2 Members of the thesis committee**

Please give the names and E-mail addresses of all members of the thesis committee. Place the main supervisor at top of the list.

**1.3 Topic**

Please give the title of your topic.

**1.4 Summary**

Please summarise the main goals of the project. This should not exceed 15 lines.

### 2. State of the art, preliminary work

**2.1 State of the art**

Please explain briefly and precisely the state of the art in your field in its direct relationship to your project as the starting point for your own work, quoting the most important relevant work of other scientists.

This section of your report should make clear in which context you situate your own research and to which questions you wish to make an innovative, promising contribution.

**2.2 Preliminary work, progress report**

Please give a precise and complete summary of your previous work, including exact references to relevant publications in your field.

### 3. Objectives and work schedule

**3.1 Objectives**

Please give a concise description of the scientific programme and the scientific objectives.

**3.2 Work schedule**

Please give a detailed account of the work plan. The quality of the work schedule is critical to the success of the research. You should therefore pay special attention to its design. It may be helpful to know that this normally comprises half the text of the entire application.

Please provide a detailed description of the methods that you plan to use in the project: Which methods are already available? Which methods need to be developed? What assistance is needed from outside your own group/institute? Please also include a work schedule with appropriate milestones.