

## **General remarks**

Please send your Annual Report (AR) file to Ms Monika Dembowska by email. You submit this file once a year, the first time being after your second semester here. The deadline for submitting the AR is given in the School Calendar.

The AR template contains some dummy data which you should delete. It is there only as an illustration.

Please:

- list all your achievements since the start of graduate studies;
- list your achievements chronologically;
- fill all columns if applicable;
- do not add new columns or change column labels.

Once you have filled out the spreadsheet, please rename the file by replacing Jan.Kowalski with your name and the date with the date when you are submitting it.

## **Grades**

If the grade column is left blank, you are stating that the course was not graded, but you received a positive assessment, reflected by a "za" in your gradebook.

Please fill out the "block" column by specifying an integer 1-6 referring to program blocks:

1. Introductory courses
2. Methodology courses
3. Specialised courses
4. Research and Technology
5. Seminars
6. Career development courses

The "link" column should contain a link to the course page in cases of courses NOT organized by NCBJ.

By filling out this section you are stating that this information conforms to what appears in your Gradebook.

## **Publications**

Please also list unpublished articles: in those instances please leave the columns

"date\_published", "reference" and "doi" unfilled.

The comments column is optional.

If you are a member of a collaboration which publishes more than 5 papers in a given year, please list those where you made the most significant contributions and in the comment column indicate the total number.

### **Seminars**

This refers to seminar talks delivered by you.

### **Conferences**

If you did not give a talk or poster, leave the corresponding columns blank.

### **Grants**

Please also list unsuccessful applications by leaving the "award\_amount" and "grant\_number" columns blank.

The spreadsheet is to be submitted by you via email to [monika.dembowska@ncbj.gov.pl](mailto:monika.dembowska@ncbj.gov.pl). This data will be used to generate a document which you and your supervisor will sign.

Please do not hesitate to ask ([grad@ncbj.gov.pl](mailto:grad@ncbj.gov.pl)) if you have any questions.