

Instructions for submitting the Annual Report

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 files to be submitted

The zip archive you downloaded contains, besides these instructions, two files which constitute Part I and Part 2 of your AR:

1. Part 1: an AR spreadsheet template in xlsx format
2. Part 2: an AR text document in docx format

Please rename these files by replacing “Jan.Kowalski” with your name, the fake id with your id and the date with the date when you are submitting your AR. So, for example, the xlsx spreadsheet file should be named thus:

Firstname.Surname.StudentID.date.xlsx

Your “StudentID” is the letter F (for Physics students) or C (for Chemistry students) followed by the first three digits of your grad school id number– if you are unsure, please ask.

Part 1: The spreadsheet

The AR template spreadsheet provided 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;
- All dates MUST be in the YYYY-MM-DD format
- Do not add new columns or change column labels;
- Do not remove any sheets, even if they remain empty
- Do not add any comments unless there is a “comment” column

The spreadsheet contains a number of sheets, some of which are discussed below.

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 "zal" 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

IMPORTANT: the "block" column must be filled!

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

Please note that by filling out this section you are stating that the information provided 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Please also list unpublished articles: in those instances please leave the columns "date_published", "reference" and "doi" unfilled.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. 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) if you have any questions or suggestions.

Part 2: The text document

This is to be filled together with your supervisor and signed both by you and by your supervisor.