The PAC Report - some ideas how it could look like

These pages shall just be a help for those who feel insecure what is expected in a PAC report. Depending on your work, variations in the structure and the length of each part or skipping or adding a part can be reasonable.

The report has to be written in English; 4-5 pages of text

Title page

- 1st /2nd Year's PAC Report
- Your name
- (Preliminary) Title of your PhD Thesis
- Members of your PhD Advisory Committee (PAC)
- Date of submission of the report

Table of Contents

Time line of your PhD thesis (Table?)
- start date and important milestones (not more than 10) of your work
- participation in campaigns, workshops and conferences, summer schools, IMPRS days, softskill courses, language courses, teaching at university
- publications

In a 2nd year's report, please do not repeat anymore milestones from the first year, if not highly relevant for the content of the report.

Introduction / Overview
Briefly explain what your PhD thesis is about, why you do this work and why it is important

Give a brief overview what has been done in science in your field of research and put your work in this context.

Methods

Explain the methods you are using in your research. This can be an instrumental setup, a model approach or the description of a certain technology. You can certainly divide this part by sub-headings and give a bit more details about the progress you achieved.

Results / Data
Present the results and data if you have any. Reduce it to the major findings, organize it in tables and graphs/diagrams.

Think about uncertainties and make points/numbers in graphs/on the axis big enough!

Interpretation / Discussion

Describe what your results tell you and how it fits with the expectations and the literature.

Results and Interpretation/Discussion can be merged if this is reasonable

Summary / Conclusions
Summarize very briefly what your main findings are and conclude what you can learn from it

Outlook (text or table)
Give an outlook / a time line what you are planning in the coming year and why you regard it as necessary.

References
If applicable and reasonable references should be listed at the end.

General recommendation:

- *Make sure that your PAC members understand, what you have been doing*
- *Clearly differentiate between your contribution and the work which has been carried out by other (e.g. group work during a field campaign).*
- *Idea of the PAC report is to allow your PAC members to estimate, if your progress is sufficient in order to finish your PhD project after three years.*
- *Try to aim at a total length of the report of about 4 and not more than 5 pages (text: single spacing, Times, 12pt) for the description of your research work*
- *Figures, pictures and tables help to a better understanding*