Individual Professional Report

**Guideline for filling**

* The participants realizing professional activity are liable to **prepare individual professional reports** every quarter year from the launch of the project, or, in the case of entrustment, according to the contract.
* The deadline for submission to Adrienn Hlavács (for formal revision) is the **fifth workday after the actual period**.
* The activity ascribed within the report **must be documented** according to the regulation of the project (related attachments, documents certifying specified activities must be attached!).
* The reports must be submitted in electronic form (doc, docx files) as well as in printed, signed form after formal revision.

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| **Actual period of the individual professional report**  | **Date of submission** |
|  |  |
| **The individual professional report was submitted by**  |
| **Name** | **Position** |
|  |  |
| **Contract number** | **Signature** |
|  |  |
| **Subprogram number** | **Name of subprogram** |
|  |  |
| **Name of subprogram leader** | **Signature of subprogram leader**(please sign document returned after revision)  |
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| **1. Contracted task within the actual period** |
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| **2. Detailed description of the results achieved within the actual period** (1500- 2000 character) |
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| **3. Conference participations, published publications within the actual period**(conference name, location, date, title of presentation, authors of presentation, publishers name, type of publication, title of publication, authors of publication) |
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**Attachments:** Please attach every document that verifies the activity of the actual period. Make a list of attachments, and provide them with univocal names! (summary of literature review, summary of measurement reports, summary of experimental/modelling/software execution results, publication-manuscript, research plan, reminder of meeting, documents of conference/professional exchange trip participation (program booklet, etc.), etc.

Attachment 1…………………………………………………………………….………

Attachment 2…………………………………………………………………………….

Attachment 3……………………………………………………………….……..……..

Attachment 4………………………………………………………………………….…

Attachment 5……………………………………………………………………….……