

## Thesis Advisory Committee Meeting (TAC)

### **PART 1: GENERAL INFORMATION** TO BE COMPLETED BY THE STUDENT

The report should be no longer than 10 pages (including text and figures) and should include the scientific background, aims and perspective of the project, a summary of any results and conclusions to date, plus a clear timeline for future work.

**Forward the written report at latest 5 days prior to your TAC meeting to the committee members.**

#### **Student details:**

First name and last name:

PhD starting date:

Project title:

Date of the TAC meeting:

Number of the TAC meeting:

Supervisor:

TAC member 1:

TAC member 2:

TAC member 3:

**PART 2: EVALUATION**  
TO BE COMPLETED BY THE CHAIRPERSON

<b>A)</b>	Does not meet expectations	Needs improvement	Meets expectations
Quality of written report			
Quality of verbal presentation			
General knowledge on the topic			
Depth/accuracy of background knowledge			
Understanding/insight into project plan			
Quality of work accomplished to date			
Standard of spoken and written English			

**B)** Did the TAC note any specific strengths or successes?

**C)** Did the TAC note any possible concerns?

**D)** What forms of training would be of benefit in the near future for the PhD project (technical skills/professional skills/career training)?

**E)** Recommendation on progress and approach of the project

**F)** Does the student meet the standard expected of a PhD student?

Yes  No

If no, a plan should be made for the TAC to reconvene within the next three months.

**G)** Planned date of next meeting: \_\_\_\_\_

**PART 3: TO BE COMPLETED BY 3<sup>RD</sup> YEAR STUDENT ONLY:**

Expected date for completion of the PhD thesis:

Is an extension needed/planned?  No  Yes

Is a 4<sup>th</sup> TAC recommended?  No  
 Yes. Explain why:

\_\_\_\_\_

Did the student have the opportunity to discuss his/her future plan and possible career path(s) with the committee?

Yes  
 No. Explain why:

\_\_\_\_\_

**Signatures**

\_\_\_\_\_  
Place and date

\_\_\_\_\_  
Student                  Supervisor                  TAC member 1                  TAC member 2                  TAC member 3/  
additional participant

## **TAC Meeting Outline and Preparations**

### **Preparing the TAC meeting:**

- Fix a date with your TAC members
- Write your progress report (max. 5 Din A4 pages)
- Submit your progress report to the members of the TAC and the Coordinator at least one week prior to your TAC meeting
- Prepare a presentation of your progress report

### **Format of the TAC meeting**

- A chairperson is nominated who guides the committee through the meeting and fills out the form
- Progress report in form of a 15-minutes presentation
- Group discussion
- TAC discusses with the student
- TAC discusses with the PI solely
- Joint discussion, summary of recommendations to the student

### **After the TAC meeting**

- The student must send a signed copy of this form and a copy of the report within two weeks to Gert Bange (gert.bange@synmikro.uni-marburg.de).

### **Outline for TAC meetings**

#### 1<sup>st</sup> TAC meeting: after six months:

- Career Development Plan (CDP, career goal, individual training schedule)
- re-evaluation of the topic and approach

#### 2<sup>nd</sup> TAC meeting: after 18 months:

- evaluation of the progress and approach

#### 3<sup>rd</sup> TAC meeting: after 30 months:

- evaluation of the progress and approach
- timeline of remaining experiments
- status of publications
- determine if an extension time is required