# Thesis Advisory Committee (TAC) Meeting – Information and report template

## General Information

Each PhD-student in the RTG 2498, though assigned to one research group, will be supervised by a Thesis Advisory Committee (TAC). The TAC is a key instrument of the RTG to advise the PhD-students on their research and personal qualification programs. The TACs consist of at least three PIs, one being the PI of the respective research group.

The PhD-student must report regularly (twice per year) to the TAC about the status of the project. In the first TAC meeting the Research Outline will be presented and discussed. The contents of the TAC meetings have to be documented in a written protocol approved by the TAC members. The next TAC meeting will be based on the TAC report of the previous one.

## Aim of the TAC Meeting

Over the course of the PhD-thesis, the continuous supervision of the PhD-students by the individual TAC ensures regular support and quality control. The PhD-student critically considers the progress and gets valuable advice from independent, experienced PIs. The TAC meeting should help to support the scientific and personal development of the PhD-student.

Specific aims are to:

* Keep TAC members informed about the status of the project to obtain constructive support
* Get individual advice and assistance to solve scientific issues
* Receive input from group externals and gain new perspectives
* Critically discuss the status/progress of the project
* Become aware of the time schedule of the project and assures the timely preparation of the dissertation
* Discuss future career perspectives at later stages of the PhD-thesis

## Content

* The format of each TAC meeting has to be individually adapted to the needs of the candidate, the project and to the stage of the PhD-thesis
* The PhD-student gives a summary on the current status of the project to the TAC members (Research Outline/written report/presentation)
* Based on the current status report and the last TAC report the progress of the project and issues of interest should be discussed constructively

# Thesis Advisory Committee (TAC) Meeting Report

Name of the doctoral student

Supervisor: Name of the Main PI

Start of the doctoral studies: 00.00.2020

Date of the last TAC meeting: 00.00.2020

**Date of the current TAC meeting:** 00.00.2020

TAC Members: Name of Member 1 / participated YES or NO?

Name of Member 2 / participated YES or NO?

Name of Member 3 / participated YES or NO?

# P00 – Title of the Project/Thesis Title

Use full sentences or key notes to summarize the content of the current TAC meeting. The report should help to keep key points of the TCM in mind. Note discussion points and suggestions clear and intelligible. Draft a rough work plan for the next period.

Intended Date of the next TCM: Month.2020