



Thesis Advisory Committee (TAC) Evaluation

- *1st TAC Meeting: To be completed during the first TAC meeting within 6 months of the start of the PhD.*
- *2nd TAC Meeting: should take place within 1 – 1,5 years of the start of the project.*
- *3rd TAC Meeting: should take place within 2 – 2,5 years of the start of the project.*

Name of PhD student:	
1st, 2nd or 3rd TAC Meeting:	
Date of TAC meeting:	

Guidelines for the Thesis Advisory Committee (TAC) meeting

The TAC meets with the doctoral researcher on a yearly basis to review the progress of the doctoral researcher, offer feedback and discuss any scientific or other issues related to the PhD research.

Thesis Advisory Committee

In general, the following applies (individual doctorate and doctorate with TAC from a doctoral program):

The TAC consists of 3 members:

- 2 members are members of the *Gesamtfakultät*
- 1 of which is a member of the Faculty of Engineering Sciences

The member of the Faculty of Engineering Sciences is a professor of the faculty and represents the doctoral candidate's corresponding doctoral subject.

He/she agrees to prepare the *Gutachten* (written report) for the defense. The professorial member of the faculty also chairs the examination for the disputation.

Please note that the TAC members should also be members of your examination board later on.

Additional guests can also be included (e.g. the day-to-day supervisor of the PhD student).

Doctoral program with TAC:

The TAC of the doctoral program can still be used if 1 member from the TAC is from the Faculty of Engineering Sciences (see above).



Recommendations for the TAC meetings

The TAC report, an approximately 3 – 5 page summary of the research project, written by the doctoral researcher, should be emailed to the members of the TAC at least 5 working days before the meeting.

During the meeting, the PhD student should give an oral presentation, lasting 20 – 30 minutes, of the research project. This should include a short introduction to the project, the aims of the project, the results obtained to date and the conclusions and future plans.

There should then be time to discuss the project. The TAC meeting should not be considered as an examination, nor should the time be spent questioning the PhD student about topics unrelated to their project.

The supervisor should then meet shortly (approx. 5 minutes) with the other two TAC members in the absence of PhD student and vice versa. This can give both parties the opportunities to voice any problems and to enable these to be addressed early.

At the end of the meeting the chair (usually the first supervisor) should complete the TAC evaluation form and all TAC members and the PhD student should sign it.

If the progress of the student or the perspectives of the project are not satisfactory, one or more additional meetings should be arranged and documented to identify mitigation measures and to follow-up on their implementation and effects. Once the project is on track again, the original meeting schedule applies again

The expected date(s) of this these meetings should be indicated.

Only for the 3rd TAC meeting: During the 3rd TAC meeting a specific statement should be made as to whether the PhD student is able to complete his/her PhD within the 3-year time frame. If the student is not able to complete his/her PhD within the 3-year time frame, the additional time required should be indicated.



TAC members:

Name	Scientific position and Division
Supervisor:	
TAC member 1:	
TAC member 2 :	
Additional TAC member/guest (<i>optional</i>):	
Additional TAC member/guest (<i>optional</i>):	

Comments and recommendations of the Thesis Advisory Committee:

1. Written report (*please continue on an additional page if necessary*)

2. Oral presentation (*please continue on an additional page if necessary*)



3. (a) Is this an achievable PhD project? Yes No
(b) Is the progress of the PhD student satisfactory Yes No

If “no” was marked for either of the above questions, please outline the follow-up and indicate the date(s) of the next meeting(s):

4. Additional comments *(please continue on an additional page if necessary)*

Signatures:

Supervisor (chair of TAC)

PhD Student

TAC member 1

TAC Member 2