



## Thesis Advisory Committee (TAC) Evaluation Form

Name of PhD student:	
Start of contract/stipend:	
Number of TAC Meeting:	
Date of TAC meeting:	
Presented/discussed materials	

### Comments and recommendations of the Thesis Advisory Committee:

Please record the results of the discussion, suggestions made, further steps, goals, recommendations, etc. below and continue on an additional page if necessary. See also the 'Suggestions' on page 3.

1. (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):

2. Roadmap of the PhD project and changes

3. Feasibility of the PhD project



4. Progress of the PhD project

5. Committee Feedback (scientific feedback/suggestions/critique, recommendations for improvement or redirection, assessment of feasibility and scientific soundness)

**TAC members:**

Name	Signature
Student:	
Supervisor:	
TAC member 1:	
TAC member 2:	
Additional TAC member/guest ( <i>optional</i> ):	
Additional TAC member/guest ( <i>optional</i> ):	

*The doctoral candidate is responsible for keeping the documentation for the TAC meeting.  
The Dean's Office only requires this documentation with the application for admission to the examination procedure.*

## Recommendations for the TAC meetings

Below you can find recommendations for the content of the different TAC meetings as well as a recommended timeline for the meetings, including the potential content of the respective meeting.

Number of TAC Meeting	Recommended content of the TAC meeting
<b>TAC Meeting 1</b> – approx. 6 months after starting work as a doctoral student	<ul style="list-style-type: none"> <li>▪ Aim of the doctoral project</li> <li>▪ Report and evaluation</li> <li>▪ Agreement on when the 2<sup>nd</sup> TAC meeting should take place and how it should be organized</li> <li>▪ Agreement on regular communication (e.g. a jour fixe of supervisor and doctoral candidate, working group meetings, ...)</li> </ul>
<b>TAC Meeting 2</b> – approx. halfway the planned duration of the doctorate	<ul style="list-style-type: none"> <li>▪ Report and evaluation</li> <li>▪ Status of the doctoral project (interim assessment, strengths and potential for improvement)</li> <li>▪ If necessary, adjustment of the project goals</li> <li>▪ Check and, if necessary, adjustment of the time and action plan</li> <li>▪ Publication strategy</li> <li>▪ Agreement on when the 3<sup>rd</sup> TAC meeting should take place and how it should be organized</li> </ul>
<b>TAC Meeting 3</b> – approx. 3-4 months before the planned submission of the thesis; the end of the data collection or the end of the practical laboratory work can be a reference point	<ul style="list-style-type: none"> <li>▪ Report and evaluation</li> <li>▪ Check if timeline towards submission and defense is realistic</li> <li>▪ If necessary, reworking</li> </ul> <p><b>Only for the 3rd TAC meeting:</b>  <i>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.</i></p>
Note, that if the project duration significantly exceeds 3 years, <b>additional TAC-meetings</b> must be included such that the one meeting per year rule is obeyed. These additional meetings follow in principle the format of “TAC Meeting 2” above.	

### Prior to the meeting:

The doctoral student may provide information regarding their progress in advance to the upcoming TAC meeting. The choice of an appropriate format relies on the doctoral student. This could include, for example, a summary of the research project (short report), a manuscript draft, a poster, or a thesis outline. These examples serve as non-binding recommendations and may be adapted according to the specific circumstances of the project and the preferences of the TAC members.

### 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.