

Meeting of the Thesis Advisory Committee

Information of procedure

1. Doctoral candidate organizes TAC-Meeting appointment.
2. Beforehand the meeting, the doctoral candidate provides a project report to the TAC members with the following structure:
 - a) Aim of the thesis
 - b) Progress since start or since last TAC meeting
 - c) Changes to the original plan
 - d) Experiments still required to complete dissertation
 - e) Plans re. publications, meeting attendance, training objectives (information supplied to Graduate School)
3. The meeting starts with a project presentation (20 – max. 30 min) by the doctoral candidate, using the above structure. The presentation is university-public and therefore can be held e.g. within the institute seminar.
4. After that, the meeting goes on without public:
 - a) Discussion of results with doctoral candidate and TAC
 - b) Meeting with doctoral candidate, but without supervisor
 - c) Meeting with supervisor, but without doctoral candidate
5. Finally, TAC and doctoral candidate fill out the Meeting Report sheet together and sign it. *After the second TAC-meeting the doctoral candidate uploads the documents of the first and second meeting together under "Feedback session" in his/her DocGS account. The doctoral candidate keeps the original documents.*
6. The total duration of the TAC-meeting (presentation plus discussion rounds and filling of the Report Sheet) is not limited, but will usually range between 60 and 90 minutes.

Until the second TAC meeting, each doctoral candidate has to participate in a university-public TAC-presentation of another doctoral candidate.