



TAC Meeting Guidelines

1. TAC Committee Composition

- a. The Thesis Advisory Committee (from here on referred to as TAC) should consist of 3 to 4 experienced scientists (including the doctoral student's advisor). TACs usually are composed of the direct supervisor, a PI of the GRK2062 and a PI of the research field. To ensure a balanced TAC, ideally at least one TAC member should be external i.e. come from an institute other than the direct supervisor's institute.
- b. It is not a requirement that all of the members of the TAC hold the position of professor. However, it is recommended that at least two members are professors.
- c. TAC members should be willing to remain on the TAC for the duration of the student's studies, when possible.
- d. A minimum of 3 TAC members should be present at each TAC meeting
- e. An important point of consideration: TAC members are not necessarily those who will serve as an evaluation board for the thesis defense.

2. TAC Responsibilities

- a. The general purpose of the thesis advisory committees is to provide guidance for our students throughout their studies. Initially, the TAC should assess the scope of the proposed project (is it feasible to be accomplished within the anticipated time frame?), consider the risk that is associated with it and perhaps discuss possible exit strategies that could be employed in case the project develops poorly. In the following meetings the focus then will shift to monitor the progress of a student and to ensure that the student stays focused on the main aspects of his or her research topic. In other words, the TAC should take over some of the burden of responsibility that normally rests exclusively on the shoulders of the direct supervisor.
- b. With respect to the above-mentioned evaluations and assessments, this should include, at least once a year, evaluating whether and to what extent the scientific approach, the scope of the proposal, and the research topic(s) are sufficient and suitable for a doctoral thesis project. The TAC can (and is encouraged to) recommend changes to a student's proposal. To, the TAC can recommend a timeline for accomplishing defined goals necessary for completing the thesis research in time.
- c. Additionally, the TAC may advise students with regards to career planning and professional development.
- d. Members of the TAC should mediate discussions between students and supervisors.

3. TAC Procedures

- a. The student bears the responsibility for planning each TAC meeting and submitting the TAC Meeting Report to the GRK2062 coordinator's office in a timely fashion. The student should notify the GRK2062 coordinator of the composition of the TAC committee once determined, and send the appropriate contact information to them.
- b. Each student should have a TAC meeting each year during their doctoral thesis research.

- c. Before each TAC meeting, the student should prepare a new TAC Meeting Progress Report (see section 5) and send it to each TAC member as well as the GRK2062 coordinator a week before the TAC meeting. From the second meeting on the TAC Meeting Progress Report can either be done in the form of a written summary of the student's work over the past year or as an oral presentation.

Suggested TAC meeting format:

- 20 min presentation by doctoral student
- 20 min discussion with all participants present
- 10-15 min talk with supervisor (not including supervisor)
- 10-15 min talk with supervisor (not including student)
- Duration: Maximum of 1.5 hours

- d. The TAC should complete the **TAC Meeting Form** (available on the GRK2062 website) at the conclusion of each TAC meeting. It is the student's responsibility to submit it to the GRK2062 Coordinator's office. A TAC meeting is considered concluded and officially counted towards a student's TAC requirements when the TAC Meeting form is successfully submitted.

- e. After the TAC, the student should prepare a **Post- TAC Meeting Report** (see section 6).

4. Exceptions

Exceptions to any of the aforementioned regulations can be discussed with GRK2062 coordinator.

5. TAC Meeting Progress Report (Proposal for 1st TAC Meeting)

The length should be **no more** than 5 pages (including figures). It should be concise yet informative and contain the following sections:

- 1.1 Abstract (max. 200 words)
- 1.2 State of the art/Introduction
- 1.3 Results
- 1.4 Outlook/Perspective
- 1.5 Timeline
- 1.6 References

6. Post- TAC Meeting Report:

- a. Students should write a 2 page report about the discussion, suggestions made, and steps required to complete the project.
- b. Report must be completed within 2-3 working days following the TAC, and sent to all TAC members for review.
- c. Report must be approved by all TAC members
- d. The final, approved report and TAC form must be delivered by the student to the GRK2062 coordinator's office.
- e. The TAC report should serve as a reference for the student and the TAC in the following TAC meeting, in order to better track the progress of the student.

7. TAC Meeting Form

- a. All TAC members must sign this form (available on the GRK2062-Website) to confirm that the TAC meeting took place.
- b. The student must submit this form to the GRK2062 coordinator.