

Medizinische Fakultät Heidelberg

- Promotionsbüro -

Im Neuenheimer Feld 672 - D-69120 Heidelberg - Tel. 0049 (0)6221 56-22712/22709/6865/6024

Specific comments on the performance of the doctoral candidate:

Suggestions for additional training of the doctoral candidate

In case the TAC has identified deficiencies in theoretical and/or practical skills, please make specific suggestions for additional training.

2) 1st TAC meeting only: Evaluation of the proposed project and possible risks

The TAC is asked to evaluate the project planned. The judgment must represent the opinion of the majority of the TAC members.

	outstanding	very good	good	satisfactory	not satisf.	not evaluated
Quality of the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experimental outline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scientific impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publication perspectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specific comments on the proposed project / possible risks:

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3) Recommendations for the next year

The TAC defines the work on which the doctoral researcher should focus in the next year to achieve a high-quality doctoral thesis, and to obtain data for publication.

4) Third year TAC meeting only: Reasons for extension

The TAC might recommend to extend the research. In this case reasons for the prolongation have to be listed and the planned date of the doctoral thesis submission named.

5) Discussion in absence of the doctoral student

The doctoral student leaves the room to allow discussion of any additional items.

6) Discussion in absence of the supervisor

The supervisor leaves the room to allow discussion of any additional items or any supervision problems with the second and third TAC member only.

7) Discussion between the second and third TAC members only.

Both, the supervisor and doctoral student leave the room.

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8) General concerns and recommendations

Should any concerns remain after the discussions, the TAC is asked to make recommendations to the doctoral student.

9) Signatures

Place, Date

Doctoral candidate		1 st TAC member		2 nd TAC member		3 rd TAC member		add. TAC member
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Please return the completed and signed form and the written TAC report to the Office for Doctoral affairs within one week after the TAC meeting (med.promotion@med.uni-heidelberg.de)

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General information

Plan your TAC meeting:

- TAC members: 1. TAC member: official supervisor; 2. TAC member: can be from the same institute as the doctoral candidate, but from a different department; 3. TAC member: external member
- Fix a date with your TAC members
- Write your progress report (max. 5 pages, s. form)
- Submit your progress report to the members of the TAC and the Coordinator at least 5 working days prior to your TAC meeting
- Prepare a presentation from your progress report

Format of the TAC meeting (s. [Regulatory Statutes: Study Program \(English\) \(uni-heidelberg.de\)](https://www.uni-heidelberg.de/regulatory-statutes/study-program-english)):

- Progress report in form of a 20' presentation
- Group discussion
- TAC discusses with the supervisor solely
- TAC discusses with the doctoral candidate solely
- TAC discusses in the absence of both, the doctoral student and the supervisor
- Joint discussion, summary of recommendations to the doctoral candidate

Outline for TAC meetings

- 1st TAC meeting: takes place within 6 months after the start of the doctoral thesis; re-evaluation of your topic and approach, defining goals to reach until the next TAC
- 2nd TAC meeting: evaluation of your progress and approach
- 3rd TAC meeting: evaluation of your progress and approach, timeline of remaining experiments, status of publications, need of extension time