### - Promotionsbüro -

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

## Thesis Advisory Committee (TAC) Meeting Report "Dr. sc. hum."

Doctoral candidate:						
Official supervisor (chair of the TA	4C):					
Second TAC member:						
Third TAC member:						
Further Members (if applicable):						
Start of the doctoral project (acce	ptance date l	by the faculty)	:			
Submission date of the TAC Progr	ess Report (a	t least one we	ek in advan	ce of the meet	ing):	
1 <sup>st</sup> TAC 2 <sup>nd</sup> TAC	3 <sup>rd</sup> TAC	3				
Date of TAC meeting:						
Time:						
Location (Institute/Room):						
	Ove	rall asses	sment			
Satisfactory (estimated date o	f the next TAC	C meeting:	)			
Not satisfactory (Follow-up reddays after the meeting by the doct	-	•	ffairs (Prom	otionsbüro) has	s to be infor	med within 7
1) Evaluation of the doctoral ca	andidate's po	erformance a	nd scientif	ic discussion		
The TAC is asked to evaluate the p The judgment must represent the				-	her about tl	he result.
	outstanding	very good	good	satisfactory	not satisf.	not evaluated
Written report						
Oral presentation						
Theoretical knowledge						
Research performance						
Motivation/Commitment						
Creativity		П	П	П	П	П

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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 satisfactory not satisf. not evaluated good Quality of the project Experimental outline Scientific impact **Publication perspectives** 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 planed 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 <sup>st</sup> TAC member	2 <sup>nd</sup> TAC member	3 <sup>rd</sup> TAC member	add. TAC member				

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)):

- 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**

- > 1<sup>st</sup> 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
- ➤ 2 nd TAC meeting: evaluation of your progress and approach
- > 3 <sup>rd</sup> TAC meeting: evaluation of your progress and approach, timeline of remaining experiments, status of publications, need of extension time