The thesis advisory committee (TAC) is responsible for monitoring the progress and development of the PhD student and providing advice and support to both student and supervisor.

**The TAC Meeting agenda:**

* The student presents the thesis proposal in 20 min. The presentation should explain the research question and its significance, the overall goals of the thesis, experimental approaches and results, and a plan for timeline and resources. It should avoid technical details and focus on key points the committee needs to assess the project.
* The TAC members ask questions and discuss the project with the student. The presentation with discussion should last 45 minutes max.
* The thesis committee meets with the student only (supervisor leaves room) (10 min).
* The thesis committee meets with the supervisor only (student leaves room) (10 min).
* A summary is communicated to all participants (5 min).
* The form is completed by the chair (5 min) and signed by all members. The form is handed to the student to upload to STREP (see box below).

**The TAC report form:**

One of the TAC members other than the supervisor acts as a chair and fills out the report:

Part 1: Assessment of the project proposal and student’s progress

Part 2: Assessment of the student/supervisor relationship

Part 3: Overall assessment and recommendations

**After the first TAC meeting, you need to get your thesis proposal approved by the university:**

1. If your home university is the University of Vienna, hand in the following paperwork to Gerlinde Aschauer, and do not staple (visit the [PhD student lounge](https://molekularebiologie.univie.ac.at/studien/phd-student-lounge/approval-of-thesis-project/) for more information):
2. [DZ.V01 Doctoral thesis agreement.doc](https://molekularebiologie.univie.ac.at/fileadmin/user_upload/z_molekularebiologie/Formulare/Phd/DZ.V01_Doctoral_Thesis_Agreement.doc)
3. [SL.D11 Registration of the topic of the doctoral thesis and the supervisor.pdf](https://molekularebiologie.univie.ac.at/fileadmin/user_upload/z_molekularebiologie/Formulare/Phd/SL.D11_Registration_of_the_topic_of_the_doctoral_thesis_and_the_supervisors.pdf) (make sure you tick "Immediate approval of the dissertation project" and "Public presentation" on page 2)
4. [SL.D12 Registration topic\_supplementary sheet.pdf](https://molekularebiologie.univie.ac.at/fileadmin/user_upload/z_molekularebiologie/Formulare/Phd/SL.D12_Registration_of_the_doctoral_thesis_topic_and_the_supervisors_-_supplementary_sheet.pdf)
5. [SL.W1 Regulations good scientific practice.pdf](https://molekularebiologie.univie.ac.at/fileadmin/user_upload/z_molekularebiologie/Formulare/Phd/SL.W1_Regulations_relating_to_good_scientific_practice.pdf)
6. [Exposé front page.docx](https://molekularebiologie.univie.ac.at/fileadmin/user_upload/z_molekularebiologie/Formulare/Phd/Expose_front_page.docx)
7. your project outline
8. a copy of your TAC report
9. If your home university is the Medical University of Vienna, hand in the [Medical University form](https://www.meduniwien.ac.at/web/fileadmin/content/serviceeinrichtungen/studienabteilung/studierende/phd/pdf/Meeting_ThesisCommittee_10_2018_01.pdf) signed by all TAC members to the Studienabteilung
Dieter Breitenbaum and Vesna Domikovic: phd@meduniwien.ac.at

You may use the TAC reports as attachment and make a note in the corresponding fields of the form.

**PART 1 Assessment of the project proposal and student’s progress**

*(The questions below serve as guidelines for your assessment**. Please provide your assessment in the box below.)*

Project Proposal:

Is the project well-structured? Does it address an important question? What are potential bottlenecks? Are the milestones clearly defined?

Background and insights

Does the student demonstrate adequate background knowledge of the project? Can the student critically evaluate the project?

Communication skills:

Was the thesis proposal well-structured and written? Was the presentation well-structured and presented?

**Data Management Plan**Data management is an essential part of responsible research practices that includes how you will record your data, store it and make it accessible*.* Please find more information [here](https://biocenterat-my.sharepoint.com/%3Aw%3A/g/personal/chiara_ceriotti_vbc_ac_at/EeXey64aR8hBruiEmcj3qNYBtxSZlzCZbEjjTaD9F47J8g?e=kRvMG0).

**Do you have a Data Management Plan in agreement with your supervisor?**

Yes

No

**PART 2 Assessment of the student/supervisor relationship**

**Did the yearly mentoring meeting take place?**

Yes – please insert date for documentation here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No – please schedule a date here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yearly mentoring meetings are a mandatory requirement. They aim to establish a trust-based and productive student-mentor relationship, to clarify mutual expectations and working relationships, to guide the PhD students through their professional development, and to assess the overall status of the project. For 3rd and 4th year students the PhD program recommends to discuss future career plans. Please find the mentoring guide [here](https://biocenterat-my.sharepoint.com/%3Ab%3A/g/personal/chiara_ceriotti_vbc_ac_at/ESV2rBO-igFKqensQ1Dnvv4BHe_xCo9VK5VjgQcd7EXPdQ?e=hTamEK).

**PART 2.1 With the student only**

*(The questions below serve as guidelines for your assessment. Please provide your assessment in the box below.)*

Communication:

Meeting frequency? Productive communication? Clear mutual expectations? Improvements?

Mentoring:

Independence? Project ownership? Improvements regarding supervision (more independence or more guidance? Support? etc).

Professional development

Progress assessment? Motivation? Technical advances? Documentation?

Since you started your PhD – what worked well, what would you like to improve?

What’s your goal for next year?

Please insert your assessment here:

**PART 2.2 With the supervisor only**

*(The questions below mirror the ones for the student. Please provide your assessment in the box below.)*

Communication:

Meeting frequency? Productive communication? Clear mutual expectations? Improvements?

Mentoring:

Independence? Project ownership? Improvements?

Professional development

Progress assessment? Motivation? Technical advances? Documentation? Development?

Please insert your assessment here:

If there are confidential issues that require follow-up, please indicate here and contact the Head of Scientific Training Eva Schmid (eva.schmid@vbc.ac.at). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 3 Overall assessment and recommendations**

Tentative date for the next TAC meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How do you rate the overall progress?**

Excellent

Moderate

Unsatisfactory

**What should be the major goal for the next meeting?**

**What are the major recommendations?**

If there are confidential issues that require follow-up, please indicate here and contact the Head of Scientific Training Eva Schmid (eva.schmid@vbc.ac.at). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attendees:**

 TAC member acting as Chair: ….………………………………………………………………………………………

TAC member: ………………………………………………………………………………………………….

 Supervisor: ………………………………………………………………………………………………….

 Student: ………………………………………………………………………………………………….

 Other (3rd TAC member, member of the Training Unit): ………………………………………………….

After the meeting, please upload this report to STREP. A copy of this report needs to be submitted to the University, together with the documents for your Thesis Proposal Approval (see first page).

**Confidential feedback**: At any time, the student, supervisor, or thesis committee may report any issues not recorded in this form confidentially to the PhD Program by contacting the Scientific Training Unit or a member of the Steering Committee.