

Name:
Group:
Start date:
Institute:

ANNUAL THESIS ADVISORY COMMITTEE N^o

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

The TAC Meetings will take the following format:

- The student presents the thesis proposal aiming for 15-20 min. The presentation should include an introduction (with biological significance), key proof-of-principle experiments and results, timeline and resources. It should avoid technical details and focus on key points the committee needs to assess the project.
- The TAC asks questions and discusses the project with the student (Presentation with discussion should last 1h maximum).
- Thesis committee meets with student only (10 minutes)
- Thesis committee meets with group leader only (10 minutes)
- Summary with all participants (5 minutes)

The aims of the first TAC Meeting are to discuss the Project Proposal and:

Assess the match student <-> project

Check the Student-Supervisor relationship

Assess the match student <-> PhD program

Protocol of the meeting:

One of the TAC Members should act as a **chair** (not the supervisor). In the following pages we provide a guide for the assessment, which is divided in two main parts:

Part 1 (Page 2): Project assessment

Part 2 (Page 3): Meeting separately with student and supervisor

On the last page, the chair should summarize the overall assessment and main recommendations.

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PART 1: Assessment of the project proposal and students' progress

Please aim to address and provide answers to the questions below

Project:

What is the major progress and what are the potential bottlenecks?

What are the project goals for the next year?

Is the proposed plan realistic?

Is there a clear timeline?

What are the publication plans?

How will the thesis look like?

Is the student working on another project?

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Background knowledge and insights

Does the student demonstrate adequate background knowledge of the project?

Can they critically evaluate their project?

Communication skills:

Was the thesis proposal well-structured and written?

Was the presentation well-structured and presented?

Student's professional development

What are the students' (additional) goals/achievements/problems?

Is the student on a good track to become an independent scientist, which is a prerequisite to obtain the PhD Degree?

What is the currently anticipated defence date (month + year)?

Contract/Funding

What is the current contract/funding situation?

Is the funding in line with the expected defence date?

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2.1 With the student only:

How often do you meet?

How is your motivation?

Is the communication productive?

Project ownership?

Are the mutual expectations clear?

What did you do well?

Are dedicated mentoring meetings happening?

What do you need to work on?

Did you go through the self-assessment checklist?

What is your major goal for next year?

How do you perceive your professional development?

Which aspects of supervision are working well?

How are your technical skills?

Which aspects of supervision are not working well?

Are you keeping through records?

Any specific suggestions for improvement?

Do you feel you are independent?

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2.2 With the supervisor only:

How often do you meet?

How is the student's motivation?

Is the communication productive?

Project ownership?

Are the mutual expectations clear?

What has the student done well?

Are dedicated mentoring meetings happening?

What has not gone well?

How is the student's technical aptitude?

Which aspects of supervision are working well?

Is the student keeping thorough records?

Which aspects of supervision are not working well?

How is the student's independence?

Any specific suggestions for improvement?

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Tentative date for next meeting:

[keep in mind the periodicity should be at least annually, and that the 3rd meeting should be no later than mo. 33]

Contract situation:

How do you rate the overall progress?

Adequate

Moderate

Unsatisfactory

What should be the major goal for the next meeting?

What are the major recommendations?

Career options: List up to three career options the student is considering:

1

2

3

Attendees:

Chair:

TAC Members:

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 (if not done before).

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.