**Thesis Advisory Committee (TAC) Meeting**

**– PhD Candidate Assessment**

**PhD Candidate:** **UniVie admission date:** **Contract start:**   
**FÖP:** **Dissertation Agreement:** **Annual Report:**      
**Expected Completion date**: **Funding:** **Date of presentation:  
Supervisor**: **TAC member I**: **TAC member II**:

**Title of research project:**

**Please assess the PhD candidates’ skills** (pls. tick where appropriate):

|  |  |  |
| --- | --- | --- |
|  | **needs improvement** | **meets or exceeds expectations** |
| **Communication** |  |  |
| **Critical thinking and insight** |  |  |
| **General knowledge on the topic** |  |  |
| **Research methods** |  |  |
| **Motivation** |  |  |
| **Independence** |  |  |

1. Is the PhD candidate pursuing an appropriate question?

Yes  No  (Needs further discussion)

1. Do you recommend the current PhD project to be continued?

Yes  No  (Needs further discussion)

1. What specific recommendations were made to the PhD candidate, or, what comments or ideas were discussed?
2. Any other comments or final remarks?

**1st Thesis Advisory Committee Meeting**

**Attending: Supervisor(s), mentor(s), PhD candidate, if applicable: DSE Coordinator**

*(to take place approx. 6 to 12 months after the beginning of the student’s working contract and/or enrolment)*

General Notes

The Thesis Advisory Committee (TAC) will act as the review panel and also allows for any problems, scientific or otherwise, to be aired and discussed as appropriate. The purpose of this 1st TAC is to ensure that the student has understood the aim and scientific background of the PhD project and has already made initial progress with experimental work.

At the UniVie the PhD candidate writes a research proposal (‘exposé’) describing the background, aims and experimental plan of their future work as requested by the University of Vienna, followed by a presentation at the faculty (‘FÖP’) and the conclusion of the doctoral thesis agreement. The 1st TAC should take place before the submission of the research proposal (but not mandatory).

4 Weeks before the meeting: The PhD candidate organizes the TAC meeting for all members in respect of time and space (virtual or in person).

Meeting format:

* PhD candidate gives ‘public presentation’ of project (max. 15 minutes): including introduction, research question(s) and aims, timeline and resources.
* Discussion about the project (max. 10 minutes)
* Thesis committee meeting with PhD candidate only (max. 10 minutes)
* Thesis committee with supervisor only (max. 10 minutes)
* The TAC will
  + Assess the match between the PhD candidate and the project
  + Check the PhD candidate-supervisor relationship
  + Assess the PhD candidates’ skills

During the meeting:

* The chairperson shall complete the TAC meeting summary and guide the committee through the discussion.
* The committee and supervisor will decide if the PhD candidate meets the expectations and communicate this adequately.

After the meeting:

* Submission of the finalized research proposal, registration for the public presentation of the research project by the PhD candidate to the SSC (Martina Authried).
* Signing of the doctoral thesis agreement 4 weeks after the FÖP (if not done before).