

**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 I**: **Mentor I**: **Coordinator (if present):**

**Supervisor II: Mentor 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. How do you assess the **project’s progress**?

Good  Needs further discussion

1. Are **resources and support** appropriately available?

Yes  Needs further discussion

1. If applicable: Is the **proposed plan for publications** aligned with the supervisor?

Yes  Needs further discussion

4. Which achievements have been accomplished:

A) Trainings/Workshops  B) Conference(s)  C) Presentation(s)  D) Lab Visit(s)  E) Publication(s)    
F) Archive work  G) Other

1. What specific recommendations were made to the PhD candidate? What comments or ideas were discussed?

**Thesis Advisory Committee Meeting nr:**

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

*(to take place approx. 12 and 24 months respectively, after signing the doctoral thesis agreement)*

General Notes

At the UniVie the PhD candidate writes an annual progress report where changes need to be documented. For the DSE funding scheme the submission of annual progress reports is required. The TAC should take place before the submission of the annual progress report (but not mandatory).

Within the 2nd and 3rd TAC there will be discussion and assessment of:

* What are the PhD candidate goals/achievements/problems?
* Is the PhD candidate on a good track to become an independent scientist?
* Is the proposed plan realistic?
* The TAC will check that:
  + Expectations and progress perception of PhD candidate and supervisor are aligned
  + Regular meetings are happening
  + Resources and support are available

The 3rd and 4th TAC will check in addition:

* + Resources and support are in place, including funding for the remainder of the PhD (and a potential extension if needed)
  + Proposed plan for publication(s) and/or the PhD thesis writing and defense
* Is there a need for another meeting? If yes, schedule next meeting.

Meeting format for 2nd and 3rd TAC:

* The project presentation (15 min.) should start with a brief introduction, covering a review of the last meeting (outcomes/report) and an updated assessment of the relevance of the project (i.e. how relevant and promising is the project today?)
* The presentation should avoid technical details and focus on the key points needed to assess the project and/or for which advice is wanted.
* The TAC will offer:
* Monitor project progression: what is the major progress and what are potential bottlenecks?
* Outlook: what are the goals for the next year?
* Feedback on the proposed outlook, keeping in mind the timeline
* If needed propose/advise revision to the original proposal
* Finalizing and signing of the annual progress report (if not done before)

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).

During the meeting:

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

After the meeting:

* Submission of the finalized and signed annual progress report to the SSC (Martina Authried).