



Contact: Sabine Steffens  
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### Thesis Advisory Committee Meeting Report

Please be sure to return this original document to the IRTG1123 office within 5 working days after the meeting! (Students are reminded to make additional copies for their personal records)

#### Participants

IRTG Student (Name, First name)
Thesis Project (Working title)
1st supervisor (Title, Name, First name)
2nd supervisor
3rd supervisor
Additional supervisors (optional)

Date of the meeting \_\_\_\_\_

#### Signatures

Place, Date, student's signature \_\_\_\_\_

Supervisors' signatures (**note:** all TAC members must sign this document! TAC member signatures may be replaced with an *im Auftrag, i.A.*, signature from an elected representative).

1st supervisor (Title, Name, First name)
2nd supervisor
3rd supervisor
Additional supervisors (optional)

Next meeting due:

Approved by the IRTG (Date, Signature IRTG Coordinator)

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#### To be completed by student:

**PhD working status: Is this the first TAC meeting?**

Yes/ No
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1. Outcome of the PhD Project since the last TAC meeting (do not complete at first TAC meeting):  
(Attach a copy of student's presentation – if applicable)  
Please explain deviations from last years goals.



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2. Please summarize the planned steps for your research in the upcoming months/the next year (experiments, new goals, etc.) and propose a timetable.

3. List planned or completed publications (if applicable, please attach a copy) including abstracts and manuscripts from the last year. Please specify preparation state and next steps to be taken (e.g. finish manuscript, manuscript needs revision, etc. )

4. Planned meetings (if applicable):

5. Planned courses, participation at seminars, participations at conferences,... (if applicable)



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**To be completed by supervisors/Thesis Advisory committee**

1. Comment on the student's progress on his/her dissertation/project during the last year /last months

2. Comment on the students objectives for the next year. Are they reasonable and feasible within the context of the overall project? Do you recommend any changes?

3. What is your evaluation and recommendation regarding the progress of this student?

The progress is satisfactory, we recommend to continue in good standing as planned

The progress is unsatisfactory, we recommend continuing on probation with the changes discussed at this meeting and stated in this report. The next meeting will take place in six months at the latest to evaluate improvement.

The progress has been satisfactory and the project successfully completed, we recommend writing and defending the dissertation.



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4. Personal career suggestions (if applicable)

5. Additional comments