

To be filled in by the PhD Candidate before the Meeting:

Timeline

UniVie Admission Date:

Contract Start:

FÖP Date:

Date of Dissertation Agreement:

End of Current Contract:

Expected Completion Date:

If applicable:

Contract Extension Possible?

Date of Last TAC Meeting:

Date of Last Annual Report:

Annual Reports Submitted:

Team

PhD Candidate:

Supervisor:

Second Supervisor:

Title of research project:

Funding:

TAC Meeting

Date:

TAC mentor I:

TAC mentor II:

Present for the VDS CoBeNe Office:

Did you attend any conferences, transferable skills courses, or do any lab visits? What are your plans for the next year?

How many students (master thesis, bachelor thesis, internship,...) are you (co-)supervising?

Which courses (type/title + SWS) are you teaching? (including informal co-teaching)

Please list your research questions / studies, dissemination strategy, and any particular questions to the committee:

Please add your timeplan (e.g., as Gantt-Chart)

To be filled in by CoBeNe Office Employee During the Meeting:

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

	does not meet expectations	needs improvement	meets expectations	exceeds expectations
Communication				
Critical thinking and insight				
General knowledge on the topic				
Research methods				
Motivation				
Independence				

First TAC Meeting

1. Is the PhD candidate pursuing an appropriate question?
Yes No *needs further discussion
2. Do you recommend the current PhD project to be continued?
Yes No *needs further discussion

All Following TAC Meetings

1. How do you assess the project's progress?
Good Needs further discussion
2. Are resources and support (e.g., funding) in place and/or targeted?
Yes Needs further discussion
3. Is the proposed plan for publications aligned with the supervisor?
Yes Needs further discussion

Note questions, advice and recommendations given by the committee here:

Thesis Advisory Committee Meeting - General Notes and Background Information

attending 1 VDS CoBeNe chairperson, 1 - 2 supervisor(s), 2 additional TAC members (at least one VDS CoBeNe faculty member), 1 PhD candidate *(to take place approx. 6 to 12 months after the beginning of the student's working contract and/or enrolment)*

The TAC will check that:

- Expectations and progress perception of PhD candidate and supervisor are aligned
- Regular meetings are happening
- Resources and support are in place or targeted
- Schedule next meeting
- Plans are appropriate in terms of scope and workload for a PhD project
- There is space for the PhD candidate's own ideas

The 2nd and 3rd TAC will additionally check:

- 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
- Plans for future career after the PhD defense - any advice needed?

During the meeting:

For the PhD candidate:

- Your presentation lasts 15 minutes (max.!) and should include (with contents varying slightly depending on stage of PhD process):
 - > Information on the theoretical background of the project
 - > Research questions, hypotheses and planned studies
 - > (First) results, difficulties encountered or anticipated
 - > Next steps
 - > Dissemination strategy
 - > Timetable (e.g., Gantt chart)
 - > Overview of achievements of the last year (e.g. conferences, courses), max. 1 slide
- Come into the TAC meeting with specific questions/discussion points on which you would like your committee's feedback/advice. This will ensure you get the most out of your TAC meeting.

For the supervisor:

- After the presentation and the committee members' feedback to it, there are separate conversations: one without supervisor(s) and afterwards one without the PhD candidate. Here, you will be asked
 - about your general satisfaction with the project's progress and your working relationship with the PhD candidate
 - to evaluate the PhD candidate's current progress on a scale along the dimensions of communication, critical thinking and insight, general knowledge on the topic, research methods, motivation, and independence
 - about any specific recommendations or support offers you may have for the PhD candidate (e.g., taking a specific methods course, a writing workshop, planning a stay abroad/lab visit, etc.)
 - about the PhD candidate's teaching and supervision load, if applicable
 - about space in the project for the PhD candidate's own ideas

For the mentors:

- The PhD candidate will give a presentation about their current progress and any specific issues they might want the committee's input on. You will be asked to
 - provide your feedback (questions, recommendations, advice)
 - particularly at the later TAC meetings, as the PhD candidate approaches graduation, give advice about the academic job market (or alternatives), funding options, strategies for finding a suitable post doc position, etc.
 - After the PhD candidate's presentation and your feedback to that, there will be two separate sessions - first without the supervisor(s), and then without the PhD candidate. You will be present during both sessions, in which the supervisor's and the PhD candidate's satisfaction with the current progress of the project and any specific issues they may want help with will be discussed independently. You will also be asked to advise here as needed.

After the meeting:

- A summary of the questions and comments made during the meeting will be sent out to all involved parties by the CoBeNe office.