



1st TAC Meeting – Confirmation and Course Correction

The first meeting of the Thesis Advisory Committee (TAC) is to ensure that the thesis project can proceed as planned and to determine whether and which aspects need to be changed, contentwise, structurally, or personally.
Please prepare a 20 minute presentation and a 2-page written report, which you hand in one week before the meeting.

Meeting protocol

Name of the PhD Student	
Duration of the PhD	
Project name	
Name of first supervisor	
Name of second supervisor	
Date of the 1 st TAC Meeting	

Before the TAC Meeting

Is the PhD student a member of the Graduate Academy?	<input type="radio"/> yes	<input type="radio"/> no
Is there a written and signed supervision agreement?	<input type="radio"/> yes	<input type="radio"/> no

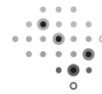
To be filled out by the PhD student

To be filled out by the supervisors

What have I accomplished since the start of the PhD?	Feedback on those accomplishments
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What are my goals for the upcoming year?	Feedback on those goals
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What kind of technical/professional/career training would I benefit from most?	Specific recommendations for trainings
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To be filled out by the PhD student

To be filled out by the supervisors

What was good and what could be improved about the supervision?

Specific proposals for action to improve supervision

Has the topic or direction of my PhD changed?

Consequences of those changes

During the TAC Meeting

Agreements

Thesis and project timeline

Workflow changes

At the end of the TAC Meeting

To be filled out by the supervisors

	1 Excellent	2 Good	3 Satisfactory	4 Sufficient	5 Insufficient
Quality of written report	o	o	o	o	o
Presentation quality	o	o	o	o	o
Background knowledge on the topic	o	o	o	o	o
Understanding of the CRC project	o	o	o	o	o
English language skills	o	o	o	o	o
Quality of the work that has been done	o	o	o	o	o
Working atmosphere	o	o	o	o	o
Notes/Feedback					

Date of 2nd TAC Meeting

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Signatures

PhD Student

First Supervisor

Second Supervisor