



2nd TAC Meeting – Halfway Mark

The second meeting of the Thesis Advisory Committee (TAC) is to evaluate the thesis project and the supervision process more in depth and provide a clear guidance for the second half of the PhD.
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 2 nd TAC Meeting	

Before the TAC Meeting

To be filled out by the PhD student

To be filled out by the supervisors

What have I accomplished since the 1st TAC meeting?

Feedback on those accomplishments

What are my goals for the upcoming year?

Feedback on those goals

What is the status of my papers?

Feedback and proposals for priorities

What kind of technical/professional/career training would I benefit from most?

Specific recommendations for trainings



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

How could my job look like after I finish the PhD?

Plans and recommendations

During the TAC Meeting

Agreements

Thesis and project timeline

Workflow changes

Proposed training to facilitate ongoing employment or job change

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

Date of 3rd TAC Meeting

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Signatures

PhD Student

First Supervisor

Second Supervisor