

Thesis Advisory Committee (TAC) Guidelines

Objectives

The TAC aims to provide guidance for the PhD students and their supervisors to facilitate a successful completion. It evaluates the PhD student performance and project progress yearly and provides advice how to improve it.

TAC members

The TAC consists of at least 3 members:

- 1st supervisor = the group leader of the lab in which the PhD student completes the PhD thesis
- if applicable: 2nd supervisor = the 2nd PI of the µbone Project
- at least one committee member outside your institution but within µbone
- one member of each TAC must be a university professor, who is eligible for PhD supervision
- at least one must have a MD and one a PhD degree

Timeline

Typically, the TAC meets once per year. However, additional meetings are possible, if required.

- Meeting 1 (after 3-4 months): discussion of project proposal
- Meeting 2 (after ~ 16-18 months): report, discussion on further research plan
- Meeting 3 (after ~ 30, but before 36 months): report, discussion of thesis time line and future career plans

The student is responsible to schedule the meetings.

Reports

The reports should not exceed a length of 3 pages. They need to be submitted electronically to the Thesis Advisory Committee 2 weeks before the TAC meeting.

Suggested TAC agenda

- Optional: 5 minutes of private discussion amongst the TAC, without the PhD student present, to identify any problems or concerns of the 1st supervisor
- 15 min presentation of progress, current status, problems, and future plans for PhD project
- 10-15 min discussion, evaluation of theoretical knowledge of the student, suggestions for improvement (e.g. suggested reading, additional training)
- Internal evaluation of project performance and presentation by TAC (w/o PhD student)
- Discussion of concerns of the PhD student with TAC in absence of the 1st supervisor
- Summary

Evaluation

The TAC evaluates the PhD project by taking into account the quality of the written report, the presentation skills, the research performance, and theoretical knowledge. The TAC also gives recommendations for the progress of the thesis e.g. suggestions in terms of additional training or further reading, if necessary. Each TAC meeting is documented by filling in the evaluation sheet. Please ask the project coordinator for the template. The form needs to be signed by all TAC members and the student. The form will be circulated to the PhD student and TAC members (including the µBone speaker).

Assessment and Feedback of the TAC Report

PhD student	
1st supervisor (chair of the TAC)	
2nd supervisor	
3rd supervisor	
Other attendees	
Start of PhD thesis	
Date of TAC meeting	

1. Evaluation of the PhD Student's Performance

Please tick the appropriate box for each criterion. The judgement must represent the opinion of the TAC members.

	<i>outstanding</i>	<i>very good</i>	<i>good</i>	<i>satisfactory</i>	<i>not satisfactory</i>	<i>cannot be judged</i>
Written report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theoretical knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Suggestions for Optional Lab Rotation

Please revise the suggestions made by the PhD student in the report and agree on potential lab rotations for the upcoming year:

3. Suggestions for Additional Training of the PhD

Student (experimental and theoretical)

In case the TAC considers the student should acquire specific technical skills, or has identified deficiencies in theoretical and/or practical skills, please make specific suggestions for additional training (e.g. additional lab training, participation in Journal Clubs/lectures) or literature to be read:

4. Recommendations for the next year (or for the follow-up meeting)

e.g. experiments, collaborations

5. Discussion in Absence of 1st Supervisor

It is common practice for the first supervisor to leave the room in order to allow discussion of any additional topics with other TAC members only.

Discussion without 1st supervisor took place

6. Feedback

The TAC (1st supervisor) is asked to give a short feedback on the performance, achievements and project development of the PhD student and inform him/her about the result.

Feedback was given

7. Signatures

1st supervisor

2nd supervisor

3rd supervisor

PhD student

Please return the completed and signed form to the μBone coordinator (please see below) as soon as possible after the TAC meeting.