

Thesis Advisory Committee Meetings

In GGNB, **annual** thesis advisory committee (TAC) meetings and progress reports are **mandatory**. Please keep in mind: **TAC meetings are not exams** - the Thesis Advisory Committee members are there to give advice to and support the doctoral student!

1st meeting (within 6 months after start of project):

First evaluation of the progress. Re-evaluation of the topic and the experimental approach. It is not necessary to already present results!

Advice on individualized training schedule and if required. Discuss if credit requirements are on track.

2nd meeting (after 18 months):

Evaluation of the progress with regard to the potential for publication.

Advice on individualized training schedule if required. Discuss if credit requirements are on track.

3rd meeting (after 30 months):

Evaluation of the progress with regard to project completion and the submission of the thesis. Here, a timeline for the remaining experiments needs to be agreed upon between the student, the supervisor and the other TAC members.

If necessary, a decision on the application for a 1st extension should be taken at this meeting (for further information see the [Handout on Thesis Extension](#) on the internal webpage).

Discuss possible members of the Examination Board for the thesis defense and inform GGNB Office immediately after the meeting.

Verify that credit requirements are/will soon be fulfilled (incl. *Good Scientific Practice*).

additional meetings: Mandatory in the case of extension of thesis beyond 3.5 years. Detailed schedule until submission has to be drafted.

Students whose lab moved to Göttingen: The first **thesis advisory committee meeting plus progress report** in Göttingen has to be held as soon as possible but no later than 3 months after admission. Further meetings plus progress reports have to be held every 12 months thereafter (resp. 6 months for each extension beyond 3.5 years).

Important:

Meetings have to be held in person.

Immediately before or after each meeting, the student and the advisor meet individually with the other thesis advisory committee members to briefly discuss their perspectives on the status of the project and voice any possible concerns.

Approx. 1 week before each meeting, the PhD student needs to send a **written progress report** (min. 1-2 pages) to the thesis advisory committee members (cc: to GGNB resp. IMPRS Office).

Please use the **templates** for the title pages of your annual progress reports (see GGNB website). (For PBCS, structured templates for the reports are provided).

You can print out a preliminary transcript from the credit database to include it in your progress report. Based on this, you should discuss your choice of further methods and skills courses with the thesis committee.

After each meeting, send the [confirmation](#) as a **signed scan** to the GGNB/IMPRS Office.

Only in exceptional and well-founded cases, if the meeting could not be held in person, you may send the confirmation as a text in the e-mail body (not as an attachment!) to the GGNB/IMPRS Office/cc: to your TAC members, as a substitute for their signatures.