Doctorates in Bioinformatics and Medical Informatics

TAC Meeting Protocol

Version 2024/02/06

More detailed information on the planning, organisation, and implementation of TAC Meetings can be found in the 'Guidelines for PhD Students in Bioinformatics and Medical Informatics'. This document can also be downloaded from the IBMI website. In case of further questions please contact the IBMI coordination office.

Please use the digital version of this form and not a printout. In the latter case, please only send a scan of sufficient quality to the IBMI coordination office.

Part 1

Filled in by the PhD student (please use this PDF form).

PhD Student (Lastname, Firstname)

Project Title

# TAC	Date	Type	Chair (must not be the supervisor!)

Part 2

Participants (Lastname, Firstname)

Schedule

Begin   End

Presentation of PhD student

Discussion with all participants

Discussion w/o PhD student

Discussion w/o supervisor

Discussion w/o PhD student and supervisor

Final discussion with all participants

Notes, Feedback, and Recommendations

Notes, Feedback, and Recommendations

Recommended Form of Dissertation (Please omit if not relevant yet)

Next TAC Meeting

Date   Type

Part 3

If the PhD student and the supervisor agree with the content, all participants sign the TAC protocol directly after the meeting or the PhD student collects the signatures afterwards. The PhD student sends the completed form in PDF format by e-mail to the IBMI coordination office.

Hereby, the PhD student and the TAC members approve this protocol and agree that this document is securely archived in printed and/or digital form by the IBMI coordination office:

Name (PhD Student)   Signature

Name (Supervisor)   Signature

Name (Chair)   Signature

Name (TAC Member #3)   Signature

Name (TAC Member #4, optional)   Signature