



TAC Meeting Outline and Preparations

Preparing the TAC meeting:

- Fix a date with your TAC members
- Write your progress report (max. 5 Din A4 pages)
- Submit your progress report to the members of the TAC and the IGIM office (tuebingen.igim@med.uni-tuebingen.de) at least one week prior to your TAC meeting
- Prepare a presentation of your progress report

Format of the TAC meeting

- A chairperson is nominated who guides the committee through the meeting and fills out the form
- Progress report in form of a 15-minutes presentation
- Group discussion
- TAC discusses with the student
- TAC discusses with the PI solely
- Joint discussion, summary of recommendations to the student

After the TAC meeting

The student must send a signed copy of this form within two weeks to the IGIM coordination office (Elfriede-Aulhorn-Straße 6, 72070 Tübingen).

Outline for TAC meetings

1st TAC meeting: after six months:

- Career Development Plan (individual training schedule)
- re-evaluation of the topic and approach

2nd TAC meeting: after 18 months:

- Career Development Plan (career goal, further training schedule)
- evaluation of the progress and approach

3rd TAC meeting: after 30 months:

- Career Development Plan (career goal, further training schedule)
- evaluation of the progress and approach
- timeline of remaining experiments
- status of publications



Thesis Advisory Committee Meeting

Target Agreement

The report should be no longer than 5 pages (including text, figures and references) and should include the scientific background, aims and perspective of the project, a summary of the most relevant results and conclusions to date, plus a clear timeline for future work.

Please add a short SWOT-Analysis of your project.

Forward the written report at latest 7 days prior to your TAC meeting to the committee members and the IGIM coordination office.

The project presentation should not exceed 15 min. The discussion should involve suggestions, adjustments and modifications of the project, as well as suggestions about additional qualifications of the student.

Student Details (completed by student before TAC Meeting)	
First Name and Last Name	
PhD starting date	
Project Title	
Date of TAC Meeting	
Number of TAC Meeting	
Supervisor (TAC Member #1)	
TAC Member #2	
TAC Member #3	



Chairperson (one of the TAC members): _____

Evaluation (completed by the chairperson during the meeting)

	Does not meet expectations	Needs improvement	Meets expectations
Quality of written report			
Quality of verbal presentation			
General knowledge of the topic			
Insight into project plan			
Ability to interpret data			
Quality of results accomplished so far			
Standard of spoken and written English			

Recommendation on progress and approach of the project

Did the TAC committee note any possible concerns?



**Suggestions for training in the near future for the doctoral Candidate
(only examples, not mandatory):**

Presentation	Office- & Self-Management
Statistics	Figure design and conception
Poster Design	English course
Method/Technical training	Scientific Writing, Publishing
Project Time Management	Writing Grants/Proposals

TO BE COMPLETED for 3RD YEAR STUDENT ONLY:

Expected date for completion of the PhD thesis: _____

Is an additional TAC recommended? No Yes

Did the student have the opportunity to discuss his/her future plan and possible career path(s) with the committee?

Yes

No

Planned date of next meeting: _____



Place Date 1st supervisor's signature

Place Date 2nd supervisor's signature

Place Date 3rd supervisor's signature

Place Date PhD candidate's signature