



TAC meeting outline and preparations

Preparing the TAC meeting

- Fix a date with your three TAC members (In cases of conflict or disagreement, a fourth TAC member or the IGIM Office may be involved).
- Write a short and precise progress report with a maximum of five pages (including text, figures and references) including 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.

For the second and third TAC reports, the following questions should additionally be addressed: What are the strengths and weaknesses of the project? Where could potential publications emerge? What challenges or risks might arise, and what could potentially go wrong? Are there suitable alternative projects or backup strategies if needed?

- 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.
- The IGIM Office will then send an E-Mail to the student and the three TAC members to remind all participants of the meeting structure and their respective responsibilities.
- Prepare a presentation of your progress report.

Format of the TAC meeting

- The TAC meeting should not exceed one hour
- A chairperson is nominated who guides the committee through the meeting and fills out the form
- The student presents the project (should not exceed 15 min)
- Group discussion
- TAC discusses with the student (without supervisor)
- TAC discusses with the supervisor (without student)
- (For Zoom meetings, a waiting room must be set up to enable controlled participation)
- Joint discussion, summary of recommendations to the student



Outline for TAC meetings

1st TAC meeting: after six months

- Get to know the TAC members and their areas of expertise
- Present and discuss the project plan and research direction
- Identify areas where support, guidance, or collaboration is needed
- Exchange ideas, feedback, and potential improvements for the project
- Review what has already been accomplished so far
- Evaluate whether the project scope is realistic within the PhD timeframe
- Discuss whether the supervision and mentoring structure are a good fit
- Suggestions for additional qualifications of the PhD student

2nd TAC meeting: after 18 months

- Evaluation of the progress and research approach
- Exchange of ideas, feedback, and potential improvements for the project
- Evaluation of whether the project scope is still realistic within the PhD timeframe
- Identification of potential publication opportunities and suitable journals
- Discussion of possible conference participation and relevant scientific meetings
- Review of contract duration and alignment with the project timeline
- Career development plan (career goals, further training schedule, and professional development opportunities)

3rd TAC meeting: after 30 months

- Evaluation of the progress and research approach
- Exchange of ideas, feedback, and potential improvements for the project
- Evaluation of whether the project scope is still realistic within the PhD timeframe
- Identification of potential publication opportunities and suitable journals
- Discussion of possible conference participation and relevant scientific meetings
- Review of contract duration and alignment with the project timeline
- Career development plan (career goals, further training schedule, and professional development opportunities)
- Timeline for thesis completion and expected defense date

After all TAC meetings:

The student sends a scan of the signed form within two weeks to the IGIM coordination office (tuebingen.igim@med.uni-tuebingen.de).



TAC form

Student details (completed by student before TAC meeting)	
First 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	1 st supervisor's signature
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Place	Date	2 nd supervisor's signature
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Place	Date	3 rd supervisor's signature
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Place	Date	PhD candidate's signature
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