Report of the PhD Advisory Committee meeting

Details about the meeting

PhD candidate
name — *signature / attendance*

PAC member
name — *signature / attendance*

PAC member
name — *signature / attendance*

PAC member
name — *signature / attendance*

name — *signature / attendance*

name — *signature / attendance*

coordinator
name — *signature / attendance*

Date: Place:

Topic of the thesis

Project schedule

Starting date

End of current funding
(date)

Funding available until
(date)

Thesis submission
(planned date)

Progress of the project

Do you expect the PhD candidate to finish on schedule? If not, why?

Overall Progress of the project so far - What works well? Where do you see **potential for improvement**?

Milestones

Please comment on the **research questions** & the **work plan** of the project (considering the funding period: enough focus?).

Which **publications** have been / should be written as part of the thesis project? When? Conditions? Plan B? Comment on the proposal.

Which **conferences & meetings** should be attended?

Which **collaborations** in addition to the PAC are crucial for the project?

What should be achieved during the **research stay**? When should it take place?

General remarks

Is the PhD candidate able to orally present his/her work adequately?

Is the PhD candidate able to present his/her work in writing adequately?

Comments on the choice of courses and other elements of the additional curriculum (During the 3 years of the PhD project 20 credit points must be collected according to the guidelines of the IMPRS-agreement in a way that is most beneficial for the scientific development of PhD candidate.)

Which methods should be learned/improved? Any recommendations to improve the background knowledge?

Do you recommend any soft skill or language courses?

Comments

Please state any comments and additional information that you consider important here.

Working environment / feedback of the PhD candidate

The main adviser will be asked "What could be criticized in your supervision". Then she/ he should leave the room (and return for a wrap-up).

Please describe briefly the working environment of the PhD candidate. List important facilities and equipment to carry out the thesis project and supervision approach (names and frequency of meetings).

The PhD candidate shall comment on the feasibility of the project from his/her point of view.

What are your **career plans**? Do you want to continue in science/academia or do you want to go into industry?

Proposal / progress report

If substantial changes to the work plan / the research questions have been discussed, the PhD proposal or progress report should be revised and circulated again.

Should the proposal/report be revised?

Until when?

Date for the de-briefing

The de-briefing between the PhD candidate and the coordinator should take place a few days after the PAC meeting.

Date for next meeting

PAC meetings should take place at least 5 months, 12 months, 20 months and 30 months after the start of the PhD project. In between and afterwards on demand.