

Thesis committee meeting report

Name of student: _____

Advisor: _____ present: ☐ yes ☐ no

Mentor 1: _____ present: ☐ yes ☐ no

Mentor 2: _____ present: ☐ yes ☐ no

Additional mentor (optional): _____

Date of the meeting: _____

Meeting number: ☐ 1 ☐ 2 ☐ 3 ☐ 4¹

To be completed by student (expand space as needed)

1. What progress in your dissertation research have you made toward your degree during the past year? (Do not include progress recorded in last year's report.) Briefly explain deviations from last year's goals.

¹ A fourth TAC meeting is not mandatory, but it is recommended if you decide to extend the duration of your study.

2. Itemize the remaining requirements (e.g., aims and experiments) for your dissertation project and propose a timetable for completing them. Indicate which one(s) you expect to complete during the next year.

3. List publications, including abstracts and manuscripts from the last year. Attach a copy of each publication and return with this report. Also list any patents, invention reports, etc.

4. What progress have you made in the required course work during the past year? List all courses and credits you have successfully completed. Also state how many courses/credits remain to be completed.

5. How many semesters have you been actively enrolled in the program (if in doubt, check with the registrar's office)?

To be completed by thesis advisory committee

1. Comment on the student's progress on his/her dissertation during the last year.

2. Comment on the student's objectives for the next year. Are they reasonable and feasible within the context of the overall project? Do you recommend any changes?

3. Comment on the student's timeline for completing the dissertation.

4. For submission of the thesis, the student needs to have one accepted first author publication or alternatively an accepted first author abstract of an international meeting (oral or poster presentation) plus additionally either one accepted coauthor publication or one submitted first author publication. The accepted publications must be in peer-reviewed, international journals. Please explain, how the student will reach this goal.

5. Considering the overall professional development of this student, including both research and course work, is he/she making adequate academic progress and can he/she be expected to graduate within six semesters of enrollment? If not, explain why.

6. Overall, what is your evaluation and recommendation regarding the progress of this student?

- ☐ The progress is satisfactory, we recommend
- ☐ to continue in good standing as planned.
 - ☐ to continue in good standing with the changes discussed at this meeting and stated in this report.
- ☐ The progress is unsatisfactory, we recommend to
- ☐ continue on probation with the changes discussed at this meeting and stated in this report. The next committee meeting will take place in six months at the latest to evaluate improvement.
 - ☐ discontinue the project and cancel matriculation of this student (only possible after probation).
- ☐ The progress has been satisfactory, and the project successfully completed, we recommend writing and defending the dissertation.

During the feedback meeting, we reviewed the possible formats for the dissertation and recommend:

- ☐ Monograph
- ☐ Publications-based dissertation

To be confirmed by the mentors of the thesis advisory committee

- ☐ The student was given the opportunity to have a direct conversation with the mentors in the absence of the supervisor.

(By ticking this box, the mentors confirm that this opportunity was offered and the conversation took place as described.)

(Mentor 1)

(Date)

(Mentor 2)

(Date)

Signatures

(Advisor)

(Date)

(Mentor 1)

(Date)

(Mentor 2)

(Date)

(Student)

(Date)