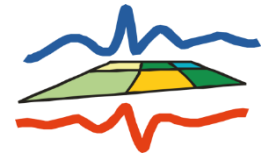


## Information on doctoral committee meetings

This information based on the TR32 IRTG statutes; these items are compulsory for doctoral students and their doctoral committee (DC) members.



### General information

Doctoral students and DC members meet once a term (semester).

Other people can be invited by any of the DC members to attend (part of) one or more meetings of student and doctoral committee. Decisions on whom to invite should be taken by mutual consent.

### Before the meeting

The meeting is organized by the doctoral student.

The student makes his/her semi-annual report available to the DC members at least 14 days before the meeting.

### During the meeting – fill out the feedback form

What is discussed during the meeting is in principle a matter between the student and the DC members. However, the TR32 directorate needs to have a general idea of the students' progress. Further, to help plan IRTG resources and activities, the IRTG coordinator needs some information. Therefore, jointly fill out the feedback form at the bottom of this document. It is the advisor's responsibility to return the feedback form to the IRTG coordinator.

To help structure the meeting, some guidelines are provided on the next page.

The doctoral student should take notes during the meeting ...

### After the meeting

... and send minutes of the meeting to all committee members within two weeks of the meeting. The doctoral committee should make clear to the student how detailed they expect these minutes to be and what kind of information should be included.

### First-year evaluation

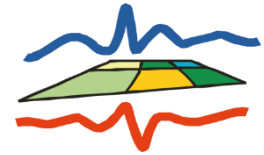
The doctoral committee meeting for a student's first-year evaluation is a special meeting: the student presents his/her work to the entire TR32 community prior to the meeting.

Apart from that, the evaluation allows estimating the state of comprehension and the mathematical and computational skills of the student in relation to the thesis subject and his/her ability to communicate in writing and orally. The results will be evaluated by the doctoral committee and reported to the IRTG coordinator (through the same feedback form).

The goal of the first-year evaluation is to identify potential weaknesses of the student and to develop mitigation strategies early in the project. The evaluation can serve as a basis to assess if pursuing a PhD degree in the next two years is realistic.

## Guidelines for doctoral committee meetings

These guidelines are not intended as strict rules; they should help to structure the meeting.



### 1) Progress of the PhD project during the last six months

An informal presentation and discussion of the actual status of the PhD project, including:

- what has been achieved (especially in relation to the goals for the past six months as they have been defined during the last doctoral committee meeting);
- what questions have arisen;
- discussion of milestones set during last meeting;
- time schedule

### 2) Definition of goals for the following six months

What are your needs with regard to resources (lab/ field/ computer time, etc.) and contacts to internal or external experts?

What should be achieved within the next six months? Set new milestones with a timeschedule.

### 3) Training programme

What training courses did you attend? What was positive/negative?

Are there any needs for further training? Where could you obtain it?

What are your needs with regard to transferable ("soft") skills and language training?

### 4) International meetings, workshops, summer/winter schools

Participation in meetings during the past six months (short report, benefits)?

Which upcoming meetings would be of interest (contribution? poster/ oral presentation)?

### 5) Proposals & funding

Are there any needs to apply for TR32/IRTG/external funding (travel, student support)?

When are the deadlines?

### 6) Potential research stay abroad

Is this desirable?

Which institute could serve as a host institution?

What research should be done?

Who to establish contact (& time schedule)?

Where to apply for travel funding (e.g., DAAD)?

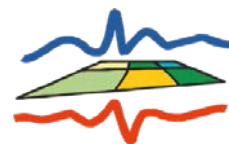
Give a short report on research stay, if you had a stay abroad during the reporting period.

### 7) Career-planning (3<sup>rd</sup> year)

What comes after the PhD?

Any need for further training (e.g. course on proposal writing)?

# Feedback form for doctoral committee meetings



The **advisor** is responsible for reporting back to the IRTG coordinator. This form is to be filled out by the doctoral committee (DC) members **during the meeting** with the student present.

## Meeting information

Location: \_\_\_\_\_ date: / /20\_\_ Meeting number: 1 2 3 4 5

Present (name)	(signature)
_____ (student; Section )	_____
_____ (advisor, DC member 1)	_____
_____ (DC member 2)	_____
_____ (DC member 3)	_____

## Progress of the PhD project during the last six months

- The minutes of the last meeting on / /20 *have / have not* (please delete) been accepted.
- Please rate the student's current **report** or **paper draft** and give him/her **feedback** accordingly.  
 insufficient     acceptable     good     very good     excellent

• Has the student's project progressed as could be expected?  **yes**  **no**  
If no, please briefly state (1) the cause and the estimated extend of any delay: \_\_\_\_\_

\_\_\_\_\_

and (2) what mitigation strategy is proposed: \_\_\_\_\_

\_\_\_\_\_

## Training needs

Does the student have any (further) training needs?  **yes**  **no**  
(Please consider any academic, technical, language, social and transferable ("soft") skills)  
If yes, please specify: (1) type of training: \_\_\_\_\_  
(2) where it could be obtained: \_\_\_\_\_  
(3) when it is planned: \_\_\_\_\_

## International and networking activities

Please report any planned activities for the next 6 months:

Activity	yes	no	Remarks
International conference	<input type="checkbox"/>	<input type="checkbox"/>	(Conference title, location, date)
Propose IRTG invited speaker	<input type="checkbox"/>	<input type="checkbox"/>	(Name, affiliation, topic)
Advisor to propose candidate for TR32 fellowship	<input type="checkbox"/>	<input type="checkbox"/>	(Name, affiliation, research theme)
Stay abroad	<input type="checkbox"/>	<input type="checkbox"/>	(Institution, host name, period, duration)

## For 2<sup>nd</sup> meeting (1<sup>st</sup>-year evaluation) only

Do the doctoral committee members think it is realistic for the student to pursue a PhD degree in the next two years?  **yes**  **no**

If no, what do you suggest? \_\_\_\_\_

\_\_\_\_\_