



## TAC Meeting Guidelines

### **1.1 TAC Committee Composition:**

- a. The Thesis Advisory Committee (from here on referred to as TAC) should consist of 3 to 4 experienced scientists including the doctoral student's advisor who will act as the first thesis reviewer (TAC 1), and another member who will act as the second thesis reviewer (TAC 2). Other than the supervisor, 2 TAC members must come from outside of the student's research group, in order to foster interdisciplinarity.
- b. It is not a requirement that all of the members of the TAC hold the position of professor. However, please keep in mind that the first and second thesis reviewers should have a habilitation and are members of the LMU faculty of Biology\*
- c. TAC members should be willing to remain on the TAC for the duration of the student's studies, when possible.
- d. All TAC members should be present at each TAC meeting
- e. The 1<sup>st</sup> and 2<sup>nd</sup> TAC members serve as the first and second reviewers/examiners for the doctoral thesis on the evaluation board for the thesis defense.

\*If your direct LSM supervisor is affiliated to the faculty of Chemistry and Pharmacy, Medical or Veterinary Medicine faculty, then in this case the second thesis reviewer (TAC 2) as well as TAC 3 or TAC 4 will need to be members of the faculty of Biology.

### **1.2 TAC Responsibilities:**

- a. The TAC exists to assist doctoral students by monitoring the pace and progress of a student's work and advising the student about the development of their research project, hereby complementing the role of the student's direct supervisor. This should occur on a yearly basis and include evaluating whether and to what extent the scientific approach, the scope of the proposal, and the research topic(s) are sufficient and suitable for a doctoral thesis project.
- b. With respect to the above-mentioned evaluations and assessments, the TAC can (and is encouraged to) recommend changes to a student's proposal, and may also recommend a timeline for accomplishing defined goals necessary for completing the thesis research in time.
- c. Additionally, the TAC may advise students with regards to career planning and professional development.
- d. Members of the TAC may eventually mediate discussions between students and supervisors.

### **1.3 TAC Procedures**

- a. The student should notify the LSM coordinator of the composition of the TAC committee once determined.  
It is entirely of the student's responsibility for planning each TAC meeting and submitting the TAC meeting report and TAC meeting form, properly filled in and signed by all TAC members, to the LSM coordinator's office in a timely fashion.



- b. Each student should have a TAC meeting every year during the duration of their doctoral thesis research plus the final thesis defense. Therefore, students who complete their doctoral research in the suggested 3 years are required to have attended at least 4 TAC meetings in order to officially complete the LSM Graduate School program (again this includes the final thesis defense).
- c. Before each TAC meeting, the student should prepare a new **TAC Meeting Progress Report** (See section 1.5) and send it to each TAC member.
- d. TAC meeting format:
  - 20 min presentation by doctoral student
  - 20 min discussion with all participants present
  - 10-15 min talk with supervisor (not including student)
  - 10-15 min talk with student (not including supervisor)
  - Duration: Maximum of 1.5 hours
- e. The TAC should complete the **TAC Meeting Form** (available on the LSM website) at the conclusion of each TAC meeting. It is the student's responsibility to submit it to the LSM Coordinator's office. A TAC meeting is considered concluded and officially counted towards a student's TAC requirements when the TAC Meeting form is successfully submitted.
- f. After the TAC, the student should prepare a **Post-TAC Meeting Report** (See Section 1.6).

### 1.3.1 First TAC meeting

- a. The first TAC meeting should take place within the first six months and no later than nine months into the doctoral studies (starting date is the start of your research project, not enrollment into the Faculty).
- b. The student should complete a written proposal of their intended thesis research project for this meeting (as outlined in TAC Guidelines 1.5). The TAC should provide critical feedback to assist the student.
- c. In this meeting, the TAC should critically assess the feasibility and the scope of the project. The TAC may propose modifications and specify target objectives to reach before the next TAC meeting.
- d. The TAC form should be completed by the TAC members and submitted to the LSM coordinator's office. (See Section 1.7)

### 1.3.2 Second TAC Meeting

- a. The second TAC meeting should take place no later than 1 year after the first TAC or 1,5 years after the commencement of the doctoral project (whichever is sooner).
- b. The student should provide a progress report of their work to the TAC before the meeting (See Section 1.5). This can be done in the form of a written summary of the student's work over the past year.
- c. The TAC should critically reappraise the project and the progress made by the student. The TAC may propose modifications and specify target objectives to reach before the next TAC



meeting.

- d. The TAC form should be completed by the student and signed by the TAC and submitted to the LSM coordinator's office.

### **1.3.3 Third TAC Meeting**

- a. The third TAC meeting should take place no later than 2.5 years after the commencement of the doctoral studies.
- b. The doctorate should provide a progress report of their work to the TAC, as per previous TAC meetings.
- c. The TAC should discuss the progress made and, together with the student, establish a detailed plan and timeline for the completing the last phase of the doctoral thesis research, including a target date for the completion of the thesis.
- d. The TAC form should be completed by the TAC and submitted to the LSM coordinator's office.

### **1.3.4 Thesis Defense**

- a. The thesis defense constitutes the fourth and final TAC meeting.
- b. The defense or disputation (Paragraph 19 Exam and Study Regulations of the LSM) is an examination in which the student is 'expected to show an adequate mastering of the subject and related areas.'
- c. After the thesis defense the final TAC form should be submitted to the LSM coordinator's office.

### **1.4 Exceptions**

Exceptions to any of the aforementioned regulations can be discussed with LSM coordinator. When necessary issues may be discussed with the LSM board members.

### **1.5 TAC Meeting Progress Report (Proposal for 1<sup>st</sup> TAC Meeting)**

The length should be no more than 5 pages (including figures). It should be concise yet informative and contain the following sections:

- Abstract (max. 200 words)
- State of the art/Introduction
- Results
- Outlook/Perspective
- Timeline
- References



### **1.6 Post-TAC Meeting Report:**

Students should write a 2 page report about the discussion, suggestions made, and steps required to complete the project. Should the research timeline require some adjustment, please document that in your report.

This report must be completed within a few days following the TAC, and sent to all TAC members for review. Once approved by the TAC members the same should be signed by the student and supervisor and handed into the LSM coordinator's office.

The TAC report should serve as a reference for the student and the TAC in the following TAC meeting, in order to better track the progress of the student. Therefore, please make sure to always bring the previous post-TAC report to the next TAC meeting.

### **1.7 TAC Meeting Form**

- a. All TAC members must sign this form to confirm that the TAC meeting took place and the post-TAC meeting report has been approved.
- b. The student must submit this form along with the report to the LSM coordinator.