

## TAC Meeting Guidelines-adjusted 01.08.2016

### 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). 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, it is recommended that at least two members are professors.
- c. TAC members must not necessarily be members of the LMU, Faculty of Biology.
- d. TAC members should be willing to remain on the TAC for the duration of the student's studies, when possible.
- e. All TAC members should be present at each TAC meeting
- f. An important point of consideration; TAC members are not necessarily those who will serve on the evaluation board for the thesis defense.

### 1.2 TAC Responsibilities:

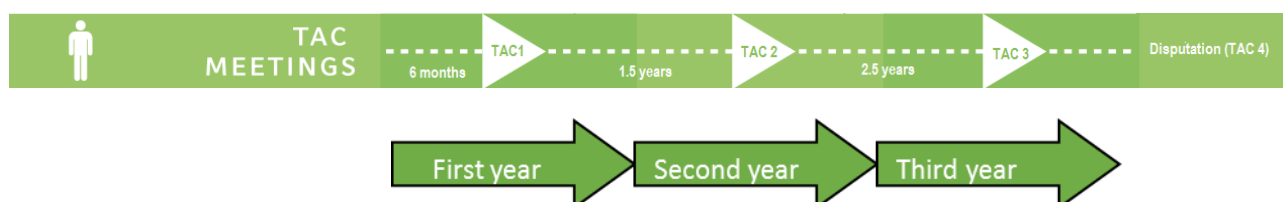
- a. The TAC exists to assist doctoral students by monitoring the pace and progress of a student's work and advising the student about the development of their research project, hereby complementing the role of the student's direct supervisor. This should occur on a yearly basis and include evaluating 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 about the members of the TAC committee once determined. It is entirely the student's responsibility:

- to plan each TAC meeting (including room booking):
- for preparing the TAC meeting progress report (see section 1.5) and sending it to each TAC member, especially in the case of the 1<sup>st</sup> TAC meeting, before the TAC meeting takes place;
- for properly filling in the TAC form during the TAC meeting and having the members sign it;
- for preparing the post-TAC meeting report ( see section 1.6) that has to be sent to each TAC member shortly after the TAC meeting has taken place, however it is not necessary to have all members of the TAC sign this post-report;
- finally, that both the post-report and the TAC form must be handed into the LSM coordinator's office in a timely fashion.

TAC meeting timeline:



b. Each student should have a TAC meeting every year for the duration of his/her 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). 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. A TAC form for the completion of the disputation is also required to be handed into the LSM office-please download the Disputation form from the LSM webpage (aka 4<sup>th</sup> TAC form).

c. 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

#### **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.

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 supervisor) and the report 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. So please ensure you have a copy for yourself.

#### **1.7 TAC Meeting Form**

a. All TAC members must sign this form to confirm that the TAC meeting took place.

b. The student must submit this form to the LSM coordinator.

c. Disputation form (aka 4<sup>th</sup> TAC form) is slightly different, please download it from the LSM website from:

<http://www.lsm.bio.lmu.de/downloads/index.html>