

Report of the PhD Advisory Committee meeting

Details about the meeting

PhD researcher	<small>name</small>	Text	<small>signature / attendance</small>	Text
PAC member	<small>name</small>	Text	<small>signature / attendance</small>	Text
PAC member	<small>name</small>	Text	<small>signature / attendance</small>	Text
PAC member	<small>name</small>	Text	<small>signature / attendance</small>	Text
	<small>name</small>	Text	<small>signature / attendance</small>	Text
	<small>name</small>	Text	<small>signature / attendance</small>	Text
coordinator	<small>name</small>	Text	<small>signature / attendance</small>	Text

Date: Text

Place: Text

Topic of the thesis

Text

Project schedule

Starting date	Text	End of current funding (date)	Text
Funding available until (date)	Text	Thesis submission (planned date)	Text

Progress of the project

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

Text

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

Text



Milestones

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

Text

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

Text

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

Text

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

Text

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

Text

General remarks

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

Text

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

Text

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 researcher.)

Text

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

Text

Do you recommend any soft skill or language courses?

Text

Comments

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

Text

Working environment / feedback of the PhD researcher

The main adviser should leave the room for this part of the discussion (and return for a wrap-up).

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

Text

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

Text

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

Text

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?

Text

Until when?

Text

Date for the de-briefing

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

Text

Date for next meeting

PAC meetings should take place at least 5 months, 12 months and 24 months after the start of the PhD project. In between and afterwards on demand.

Text