



IMPRS-IS Thesis Advisory Committee General Information

TAC Procedures

1. The IMPRS-IS scholar bears the responsibility for planning each TAC meeting and submitting the TAC **meeting form** and the TAC **executive summary** to the IMPRS-IS coordinator.
2. Each scholar should have a TAC meeting each year, with successive meetings separated by about one year.
3. Suggested TAC meeting format:
 - 20 min presentation by the student
 - 30 min discussion with all participants present
 - 25 min discussion for the student and the TAC members (not including supervisor)
 - 25 min discussion for the advisor and the TAC members (not including student)
 - 15 min summary discussion with all participants present to sign the **meeting form** and discuss the **executive summary**
 - Estimated duration: 2 hours
4. The TAC **meeting form** and the TAC **executive summary** need to be completed at the conclusion of each TAC meeting. A TAC meeting officially counts toward a student's TAC requirements only after the TAC **meeting form** and **executive summary** have been submitted.

TAC Meeting Form

1. All TAC members must sign the TAC meeting form to confirm that the TAC meeting took place.
2. The student must send the signed TAC meeting form to the imprs-is coordinator.

TAC Executive Summary

1. The scholar writes a two-page executive summary about (i) the discussion, the (ii) suggestions made, and (iii) the steps required to complete their doctoral thesis.
2. This report must be completed within three working days following the TAC, and it must be sent to all TAC members for review.
3. The report must be reviewed by all TAC members, who can request changes and rewriting. The document is final only after all TAC members have approved it.
4. The final, approved TAC executive summary must be sent by the student to the IMPRS-IS coordinator.
5. The executive summary should serve as a reference for the student and the TAC in the next TAC meeting, to track the progress of the student.



Thesis Advisory Committee Meeting Form

PhD Student Name

Date

Signature

PhD Project Title

The following scientists attended the TAC meeting for the PhD student identified above:

1. _____
TAC Member Name (PhD Advisor) _____
Date _____
Signature

2. _____
TAC Member Name _____
Date _____
Signature

3. _____
TAC Member Name _____
Date _____
Signature

4. _____
TAC Member Name (optional) _____
Date _____
Signature

imprs-is

**Thesis Advisory Committee
Executive Summary**