

IMPRS-IS Thesis Advisory Committee General Information

TAC Procedures

1. The IMPRS-IS scholar bears the responsibility for planning each TAC meeting and sharing the TAC meeting form and the TAC executive summary with the IMPRS-IS coordination office through ZEBRA.
2. Each scholar should complete at least three TAC meetings during their time as a PhD student; see the TAC agreement for the suggested timing of these meetings.
3. Suggested TAC meeting format:

45 minutes	Research presentation by the scholar including the answering of questions and discussion with all participants present. We recommend that scholars plan a presentation of no more than 25 minutes to leave enough time for discussion.
10 minutes	Discussion between the scholar and the TAC members (not including the scholar's advisor).
10 minutes	Discussion between the advisor and the TAC members (not including the scholar).
25 minutes	Summary discussion with all participants present to plan next steps and discuss the executive summary .

Estimated duration: approximately 90 minutes
4. A TAC **meeting form** and a TAC **executive summary** need to be completed after each TAC meeting. A TAC meeting officially counts toward a scholar's IMPRS-IS 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 (see next page) to confirm that the TAC meeting took place. Both physical and digital signatures are accepted.
2. The scholar must upload the completed meeting form and the approved executive summary as a single PDF to their IMPRS-IS ZEBRA scholar profile.

TAC Executive Summary

1. The scholar writes a two-page executive summary about (i) the discussion, the (ii) suggestions made, (iii) the steps required to complete their doctoral thesis, including (iv) a suggested time window for the next TAC meeting.
2. This report is to be completed at the scholar's earliest convenience. Ideally, it should be drafted within three working days following the TAC meeting. The executive summary draft must be sent to all TAC members for review.
3. The executive summary draft must be reviewed by all TAC members, who can request changes and rewriting. The scholar can give TAC members a deadline by which to provide feedback, providing a minimum of five working days to review the draft.
4. If no modifications are suggested during this time frame, the scholar can consider the TAC report as approved. If changes are requested, the scholar should edit the report accordingly and resubmit it to all TAC members, again providing at least five working days for review. The final approved TAC executive summary must be uploaded by the scholar to their ZEBRA profile as a single PDF that also contains the signed TAC meeting form.
5. The executive summary should serve as a reference for the scholar and the TAC in the next TAC meeting, to track the progress of the scholar.

IMPRS-IS TAC Meeting Form

Scholar Name

Date

Signature

PhD Project Title

Meeting Date

Duration

The following scientists attended the TAC meeting for the IMPRS-IS scholar 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*

Executive Summary