TAC meeting form

***Name of PhD candidate***: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***Thesis Advisory Committee* (TAC):** |
| **Date of TAC meeting: DD / MM / YYYY**  |
| **First supervisor:**  |
| **Second supervisor:**  |
| **Third supervisor (if applicable):**  |
| **Fourth supervisor (if applicable):**  |
| **Other attendees:**  |

***Evaluation of the PhD candidate’s performance*:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **outstanding** | **very good** | **good** | **satisfactory** | **insufficient** |
| Written report | ☐ | ☐ | ☐ | ☐ | ☐ |
| Oral presentation | ☐ | ☐ | ☐ | ☐ | ☐ |
| Understanding of the project | ☐ | ☐ | ☐ | ☐ | ☐ |
| Quality of results | ☐ | ☐ | ☐ | ☐ | ☐ |

***Comments on the project*:**

**(1) Is this an achievable PhD project?** Yes ☐ No ☐

**(2) Is the progress of the project satisfactory?** Yes ☐ No ☐

**(3) Has the student presented at an (inter)national conference yet?** Yes ☐ No ☐

**(4) Has the student submitted a (shared) first authorship paper?** Yes ☐ No ☐

If the PhD student has submitted a (shared) first authorship paper, please clearly recommend that writing up the PhD thesis should be prioritized now.

**(5) When do you think the PhD project could be finished? MM / YYYY**

If the progress of the student or the project is not satisfactory, please plan an additional TAC meeting within a reasonable time-frame to further assess the situation.

Please indicate the date of this meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TAC meeting form

***TAC feedback and recommendations*:**

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***Signatures*:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PhD candidate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First supervisor Second supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Third supervisor (if applicable) Fourth supervisor (if applicable)