

## **Thesis Committee (TC)**

Dissertations within the Medical Graduate Center and the TUM Graduate School are tutored by a Thesis Committee (TC). This has a mentoring function and provides a point of contact and advice for Graduate Students. It meets the Graduate Student at least twice during the dissertation in order to discuss their progress and any modifications needed.

### **TC meeting procedure**

- The meetings with the TC take place within the first and third year and are arranged by the doctoral student – when required, with support of the mentor. Both university advisers and the direct advisor / mentor participate in both TC meetings.
- The Graduate Student prepares a written progress report (3-5 pages) for the meeting, containing the following items: scientific context, targets of the project, results, discussion/conclusions and a summary with a schedule of the next steps and the work planned.
- The Graduate Student presents the results of his/her work in a 20 minutes presentation to the TC. Results achieved but also any problems faced shall be discussed.
- On the basis of the progress report and the presentation, a comparison of the target and actual results is made, and the reasons for variations are identified and discussed.
- As a result, the TC consults with the Graduate Student, formulates its recommendations and reports to the Medical Graduate Center Office. Please use the form provided for orientation.
- The first TC meeting should focus on the overall concept of the thesis and discuss the working plan based on the first results available. The last TC meeting discusses and approved the plan and time schedule to complete the thesis work (taking writing up a publication and the thesis as well as proofreading into account). Ideally, a short discussion on the Graduate Student's future career plan is included.