**Thesis committee meeting report**

**Supervisor and mentor have to be present in the meetings so that they will be recognized for TUM-GS. In addition to the doctoral candidate, at least two members of the mentoring board must be present for each committee meeting and the same person must not always be absent. Two meetings are mandatory. Further meetings are optional.**

Doctoral candidate:

Topic of the thesis:

Advisor:

Mentor 1:

Mentor 2:

Date of the meeting:

This meeting is a

[ ]  1. Committee meeting [ ]  2. Committee meeting [ ]  Further committee meeting

**To be completed by doctoral candidate**

1. Next steps and timetable:
Please list the necessary steps for your dissertation project (e.g. objectives and experiments) and propose a timetable for completing them. Attach an updated project plan to this report.
2. Progress:
What progress in your dissertation project have you made since the beginning of your project/since the last committee meeting? Briefly explain deviations from set goals.

1. Status of publications/congress participations
Have any publications, including abstracts or congress participations, resulted from your dissertation project already? Please list them and attach a copy of each publication. If not: Which publication or congress participation planned and what is the status of this?
2. Qualification program:
What progress have you made in the TUM-GS qualification program so far? Please list all qualification elements/courses you have successfully completed and explain your plan regarding the further TUM-GS requirements (Supervision Agreement, No. 6).

**To be completed by thesis advisory committee**

1. Progress:
Comment on the doctoral candidate´s progress on his/her dissertation since the beginning of the project/since the last committee meeting.
2. Objectives:
Comment on the doctoral candidate´s objectives until the next committee meeting/until completing the project. Are they reasonable and feasible within the context of the overall project? Do you recommend any changes?
3. Timetable:
Comment on the doctoral candidate´s timetable for completing the dissertation. Is the timetable realistic, are the objectives reachable?
4. Please evaluate the overall progress
Considering the project as well as the necessary courses and the performance until now, will the doctoral candidate be able to complete the project within the planned time? If not, explain why.
5. Overall, what is your evaluation and recommendation regarding the progress of this doctoral candidate?

[ ]  The progress is satisfactory, we recommend to

[ ]  continue in good standing as planned.

[ ]  continue in good standing with the changes discussed at this meeting and stated in this report.

[ ]  The progress is unsatisfactory, we recommend to

[ ]  continue on probation with the changes discussed at this meeting and stated in this report. The next committee meeting will take place in three months at the latest to evaluate improvement.

[ ]  discontinue the project and cancel matriculation of this student (only possible after the three months probation).

[ ]  The progress has been satisfactory and the project successfully completed, we recommend writing and defending the dissertation.

[ ]  The preparation of the dissertation is recommended.

[ ]  The submission and defense of the dissertation is recommended.

**Signatures**

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*(Advisor) (Date)*

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*(Mentor 1) (Date)*

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*(Mentor 2) (Date)*

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*(Doctoral Candidate) (Date)*

Together with this completed and signed form, please also upload the progress report (for the process of committee meetings see http://www.mgc.med.tum.de/node/11745) and, if necessary, an updated supervision agreement (informally list the changes) in Doc-GS under committee meetings.