

## Thesis Committee Meetings

In GGNB, at least **three thesis committee meetings and progress reports** are mandatory:

**1st meeting** (after 6 months): First evaluation of the progress. Re-evaluation of the topic and the experimental approach. Advice on individualized training schedule if required.

**2nd meeting** (after 18 months): Evaluation of the progress with regard to the potential for publication.

**3rd meeting** (after 30 months): Evaluation of the progress with regard to project completion and the submission of the thesis. Here, a timeline for the remaining experiments needs to be agreed upon between the student, the supervisor and the other committee members. If necessary, a decision on the application for a 1<sup>st</sup> extension should be taken at this meeting.

**additional meetings:** Mandatory in the case of extension of thesis beyond 3.5 years. Detailed schedule until submission has to be drafted.

### Important:

Immediately before or after each meeting, the student and the advisor meet individually with the other thesis committee members to briefly discuss their perspectives on the status of the project and voice any possible concerns.

Approx. 1 week before each meeting, the PhD student needs to send a **written progress report** (1-2 pages) to the thesis committee members (cc: to GGNB Office).

Please use the **templates** for the title pages of your annual progress reports (see GGNB website). (For PBCS, structured templates for the reports are provided).

You can print out a preliminary transcript from the credit database to include it in your progress report. Based on this, the PhD student should discuss his/her choice of further methods and skills courses with the thesis committee.