**Chair of Materials Science and Nanotechnology – Ph.D. BOOKLET**

Name, Surname (Ph.D. candidate):

Host Institution:

Starting date at the Chair:

**Ph.D. procedure at the Chair of Materials Science and Nanotechnology**

During the Ph.D. studies at the Chair of Materials Science and Nanotechnology, the student shall be supported and guided by the **Thesis Advisory Committee (TAC)**. The purpose of the Thesis Advisory Committee (TAC) is to improve the quality of research and to advice the Ph.D. student throughout her/his scientific career. All interactions between the TAC and the Ph.D. student are strictly confidential. The TAC schedule is binding for you at the Chair of Materials Science and Nanotechnology.

**Scheduling and documentation of TAC meetings**

* Please arrange the appointment for each meeting in advance with the office of Prof. Cuniberti

([office.nano@tu-dresden.de](mailto:office.nano@tu-dresden.de), Mrs Sylvi Katzarow).

* The student has to bring the TAC report booklet to the occurring TAC meeting.
* Your pptx for the oral scientific presentation should be submitted to the TAC members for review 4-5 working days before the meeting.
* After each TAC meeting, the committee documents decisions and issues in the TAC report booklet.

Later, a copy of the TAC report has to be submitted to the office of Prof. Cuniberti.

**Ph.D. Schedule**

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| --- | --- |
| Kick-off Meeting (1st month at the Chair)   * Discuss the Ph.D. task, scope, impact, feasibility and associated risk of the project and set up the Ph.D. task definition * The TAC members should be nominated, the Supervision agreement should be signed | Candidate + Doktorvater +  Day-to-Day  supervisor |
| Application for acceptance as Ph.D. student at the Faculty of Mechanical Science and Engineering (via Promovendus), read the Ph.D. regulations of 22.03.2018 (Promotionsordnung) carefully! | Candidate +  signature  Doktorvater |
| 1st TAC Meeting (5 months after Kick-off)   * Presentation and follow-up on the progress of the project (15min) * Discussion of the research results obtained so far | Candidate +  TAC Committee |
| 2nd TAC Meeting (one year after the 1st TAC)   * Formal oral scientific presentation in front of the committee about your research results over the past year (15min) * Discussion of the progress/results and the structure of the Ph.D. thesis * Decision Rigorosum (anticipated or together with the defence) | Candidate +  TAC Committee |
| 3rd TAC Meeting (one year after the 2nd TAC)   * Formal oral scientific presentation in front of the committee about your research results over the past year (15min) * discussion of the progress/results, definition of necessary research steps for completion of Ph.D., * 10 Theses discussion * Decision about the Ph.D. committee and the reviewers | Candidate +  TAC Committee |
| Status talk (latest 2 months before submission)   * formal oral scientific presentation in front of Prof. Cuniberti and the Chair (30min talk + discussion) within the nanoSeminar * last approval to submit the Thesis | Candidate +  TAC Committee and guests |
| Application for the opening of the Ph.D. procedure (via Promovendus) | Candidate +  signature |

**TAC Kick off meeting (1st month)**

**Your Thesis Advisory Committee (TAC)**:

Ph.D. thesis supervisor/Doktorvater:

Day-to-Day supervisor:

Further (extern) Member:

**Ph.D. Topic:**

**Research objective:**

**Estimated Ph.D. schedule:**

1st TAC (4-5 months after today):

2nd TAC (1 year after the 1st TAC):

3rd TAC (1 year after the 2nd TAC):

Status Talk (2 months before submission):

Submission of the Thesis:

**Filled and signed the supervision agreement**

**Checked in at the Chair**