**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, 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**