

## Ph.D Booklet | Thesis Advisory Committee

PhD candidate: \_\_\_\_\_  
Host Institution: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Co-Supervisor: \_\_\_\_\_  
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 is to improve the quality of research and to advise 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. TAC consists of the Supervisor, co-Supervisor and further member(s)

### 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)).
- The student has to bring the TAC report booklet to the occurring TAC meeting.
- Your pptx for the oral scientific presentation (15min) should be submitted to the TAC members for review 4-5 working days before the meeting.
- During 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

**Kick-off Meeting** 1st month at the Chair|Presentation of the PhD project (15min)|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 and the confirmation of academic supervision should be signed.

**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!

**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

**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

#### (Replaced Rigorosum)

**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 Statements discussion|Decision about the Ph.D. committee and the reviewers)

**Status talk** latest 2 months before submission|formal oral scientific presentation in front of Prof. Cuniberti and the Chair (30min talk + discussion) within the nano.seminar|last approval to submit the Thesis

**Application for the opening of the Ph.D. procedure** (via Promovendus)

**Defense of your Thesis & (Rigorosum)**

## TAC Kick off meeting

1st month at the Chair | Presentation of the PhD project (15min) | Discuss the Ph.D. task, scope, impact, feasibility and associated risk of the project and set up the Ph.D. task definition | TAC members should be nominated | Supervision agreement & confirmation of academic supervision should be signed.

Date:

### Your Thesis Advisory Committee (TAC):

Ph.D. thesis supervisor \_\_\_\_\_

Day-to-Day supervisor: \_\_\_\_\_

Further (extern) Member(s): \_\_\_\_\_

### Ph.D. Topic / Working title:

\_\_\_\_\_

### Research objective | Ph.D. task definition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Estimated Ph.D. schedule:

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

2<sup>nd</sup> TAC (1 year after the 1<sup>st</sup> TAC): \_\_\_\_\_

3<sup>rd</sup> TAC (1 year after the 2<sup>nd</sup> TAC): \_\_\_\_\_

Status Talk (2 months before submission): \_\_\_\_\_

Submission of the Thesis: \_\_\_\_\_

### Filled and signed the supervision agreement (GA Template)

### Filled and signed the confirmation of academic supervision

### Checked in at the Chair

**Are there other open organizational issues? Do you face any practical problems (housing, mobility, food, working environment)?**

\_\_\_\_\_

Signature Ph.D. candidate: \_\_\_\_\_

Signature Ph.D. thesis supervisor/Doktorvater: \_\_\_\_\_

Signature Day-to-Day supervisor. \_\_\_\_\_

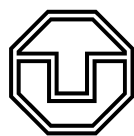
Signature further member: \_\_\_\_\_

**After signature, please hand in this report to the office of Prof. Cuniberti**

Presentation slides sent to [office.nano@tu-dresden.de](mailto:office.nano@tu-dresden.de) and [gianaurelio.cuniberti@tu-dresden.de](mailto:gianaurelio.cuniberti@tu-dresden.de) ? Yes

No

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## 1<sup>st</sup> Thesis Advisory Committee Meeting

5 months after Kick-off meeting | Presentation and follow-up on the progress of the project (15 min) | Discussion of the research results obtained so far

Date:

### 1. Based on the candidate's presentation please evaluate the following areas:

#### Student's presentation:

15 min on time?	Yes	No
Slides clear?	Yes	No
Presentation clear?	Yes	No

#### Ph.D. project - Research and Progress

e. g. frequency and quality of interaction, relevance of the problem, experimental approach; results and accomplishments from the previous year; new scientific discoveries; goals for the next year/meeting; knowledge of the literature; oral presentation

Highlights

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Improvements

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#### Working Style

e. g. to work in a systematic and structured way; to be able to set priorities; to develop and apply creative and innovative solutions; to communicate openly, actively and clearly

Highlights

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Improvements

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#### Scientific Visibility and Qualifications

e. g. publications; conferences; internal nanoSeminar during the semester break

Highlights

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Improvements

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## 2. Recommendations for the PhD candidate

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## 3. Open organizational issues

**Accepted as a PHD candidate?**

Yes

No

If no, what has to be done? \_\_\_\_\_

### Examination for students without Engineering degree

Every student without an Engineering degree needs to absolve two additional courses within the Faculty of Mechanical Science and Engineering to proof the engineering knowledge (see Promotionsordnung §9, between 10 and 20 credit points in total).

Additional course I: \_\_\_\_\_

Additional course II: \_\_\_\_\_

**Other issues / Problems?** \_\_\_\_\_

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Signature Ph.D. candidate: \_\_\_\_\_

Signature Ph.D. thesis supervisor/Doktorvater: \_\_\_\_\_

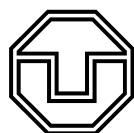
Signature Day-to-Day supervisor. \_\_\_\_\_

Signature further member: \_\_\_\_\_

**After signature, please hand in this report to the office of Prof. Cuniberti**

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No



## 2<sup>nd</sup> Thesis Advisory Committee Meeting

one year after the 1st TAC | oral scientific presentation about your research results over the past year (15min) | Discussion of the progress/results and the structure of the Ph.D. thesis | Decision Rigorosum

Date:

### 1. Based on the candidate's presentation please evaluate the following areas:

#### Student's presentation:

15 min on time?	Yes	No
Slides clear?	Yes	No
Presentation clear?	Yes	No

#### Ph.D Project - Research and Progress

e. g. frequency and quality of interaction, relevance of the problem, experimental approach; results and accomplishments from the previous year; new scientific discoveries; goals for the next year/meeting; knowledge of the literature; oral presentation

Highlights

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Improvements

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Highlights

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Improvements

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e. g. publications; conferences; internal nanoSeminar during the semester break

Highlights

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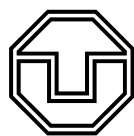
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**Other issues / Problems?**\_\_\_\_\_

Signature further member:

Z:\04\_Administration\01\_Office\03\_Teaching\_Admin\1\_Abschlussarbeiten\1\_Promotion\1\_Vorlagen\TAC\TAC Documents New 2023\2023\_01\_TAC\_2nd.docx



## 3<sup>rd</sup> Thesis Advisory Committee Meeting

one year after the 2nd TAC | oral scientific presentation 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 Statements discussion | Decision about the Ph.D. committee and the reviewers)

Date:

### 1. Based on the candidate's presentation please evaluate the following areas:

#### Student's presentation:

15 min on time?	Yes	No
Slides clear?	Yes	No
Presentation clear?	Yes	No

#### Ph.D Project - Research and Progress

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Highlights

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Improvements

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Highlights

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Improvements

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#### Scientific Visibility and Qualifications

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Highlights

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Improvements

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## 2. Recommendations for the PhD candidate

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## 3. Other issues / Problems / What happens after the defense?

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## 4. Definition of necessary steps for completion of Ph.D. thesis

- Date of the "Statusvortrag" (45min, supervisor must be present)  
only valid for students enrolled with the new Promotionsordnung 03/2018
- Thesis approved for final submission:                      Yes                      No (What have to be done)  

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- 10 statements approved for final submission: Yes                      No (What have to be done)  

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- Thesis should be submitted latest on:
- Estimated date of the defense:  
(earliest possible date: 3 months after submission)

## 5. Suggestions for the Doctoral Committee

Please obtain the commitment of the reviewers and committee members before you submit their names to Promovendus.

**1<sup>st</sup> reviewer of the thesis:**

Prof. Dr. Gianaurelio Cuniberti

**2<sup>nd</sup> reviewer of the thesis:**

**3<sup>rd</sup> reviewer of the thesis:**

new Promotinsordnung 03/2018: only necessary if the doctoral candidate published joint publications with the 2nd reviewer in the last three years before the opening of the doctoral procedure.

**Chairman doctoral committee:**

**Further member doctoral committee:**

**Minute taker:**

(PhD candidate is responsible for finding a minute taker)



Signature Ph.D. candidate:

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Signature Ph.D. thesis supervisor/Doktorvater:

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Signature Day-to-Day supervisor.

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Signature further member:

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**After signature, please hand in this report to the office of Prof. Cuniberti**

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No

10 Statements attached? Yes

No