



## Ph.D Booklet

### Ph.D Procedures | 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 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

**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)

**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)

## TAC Kick off meeting (1st month)

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 should be signed.

Date of the kick-off meeting: \_\_\_\_\_

### Your Thesis Advisory Committee (TAC):

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

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) Checked in at the Chair

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 per 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