

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).
- 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): _____

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 (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 and gianaurelio.cuniberti@tu-dresden.de ? Yes

No

Z:\04_Administration\01_Office\03_Teaching_Admin\1_Abschlussarbeiten\1_Promotion\1_Vorlagen\TAC_TAC Documents New 2023\2023_01_TAC_Guidelines+TAC_Kickoff.docx



1st 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

Improvements

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

Improvements

Scientific Visibility and Qualifications

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

Highlights

Improvements

2. Recommendations for the PhD candidate

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? _____

Signature Ph.D. candidate: _____

Signature Ph.D. thesis supervisor/Doktorvater: _____

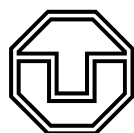
Signature Day-to-Day supervisor. _____

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 and gianaurelio.cuniberti@tu-dresden.de ? Yes

No



2nd 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

Improvements

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

Improvements

Scientific Visibility and Qualifications

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

Highlights

Improvements

2. Recommendations for the PhD candidate

3. Open organizational issues

Rigorosum / replaced Rigorosum

The Rigorosum is an oral examination of knowledge in the specialist field upon which the dissertation is based (primary subject) and in a related field (secondary subject). (§ 13 Doctorate Regulations). The Rigorosum will take place at the day of your defense.

~~The Rigorosum can be replaced. For this purpose, the doctoral candidate must acquire additional qualifications of at least twelve credit points from at least two subjects that were not already part of their university degree, suitability examination or other completed studies (§14 Doctorate Regulations) Please keep in mind, that examinations taken more than one year before the opening of the Ph.D. procedure cannot be considered.~~

anticipated

Rigorosum together with defense

~~replaced Rigorosum~~

Nanostructured Materials is mandatory as the major course at our chair and you have to choose another minor course for the Rigorosum. After your decision, you need the formal confirmation of the Ph.D. committee of the Faculty of Mechanical Science and Engineering. You apply for this via Promovendus.

Major course: Nanostructured Material (oral or written examination)

Minor course: _____ (oral or written examination)

Prof. H.-P. Wiesmann, Materials Science -> Rigorosum!!!

Other issues / Problems? _____

Signature Ph.D. candidate: _____

Signature Ph.D. thesis supervisor/Doktorvater: _____

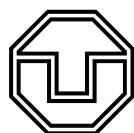
Signature Day-to-Day supervisor. _____

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 and gianaurelio.cuniberti@tu-dresden.de ? Yes

No



3rd 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

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

Improvements

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

Improvements

Scientific Visibility and Qualifications

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

Highlights

Improvements

2. Recommendations for the PhD candidate

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

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)

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

- 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 **1st reviewer of the thesis:** Prof. Dr. Gianaurelio Cuniberti 1. Rigorosum

2 **2nd reviewer of the thesis:**

3 **3rd 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.

4 **Chairman doctoral committee:**

5 **Further member doctoral committee:**

2.. Rigorosum

Minute taker:

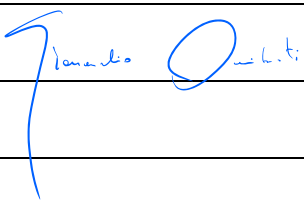
(PhD candidate is responsible for finding a minute taker)

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 and gianaurelio.cuniberti@tu-dresden.de ? Yes

No

10 Statements attached? Yes

No