

## AGREEMENT ON THESIS ADVISORY COMMITTEE (TAC)

The purpose of this document is to establish a Thesis Advisory Committee (TAC). The rights and responsibilities of the doctoral researcher and the TAC members are defined in the “Framework for Thesis Advisory Committees” (Annex).

(Name of doctoral researcher)

(Name of formal supervisor)

(Working title of the doctoral project)

By signing this document, I accept the tasks and responsibilities stated in “Framework for Thesis Advisory Committees” (see below). In addition, the following specific agreement are made:

### TAC members

Name of doctoral researcher	Place/Date	Signature
Name of formal supervisor	Place/Date	Signature
Name of daily supervisor (if any)	Place/Date	Signature
Name of advisor	Place/Date	Signature
Name of advisor	Place/Date	Signature
Name of advisor	Place/Date	Signature

**ANNEX TO  
AGREEMENT ON  
THESIS ADVISORY COMMITTEE (TAC):**

**FRAMEWORK FOR  
THESIS ADVISORY COMMITTEES**

**PURPOSE**

In cooperation with the supervisor(s) defined in the supervision agreement, the TAC's role is to provide guidance and feedback during the doctoral studies, monitor the progress of the thesis, ensure transparency in the evaluation criteria, secure achievement of the goals of the doctoral project, resolve conflicts, and to support career planning.

**COMPOSITION**

The TAC includes the supervisor(s) and one to five additional independent<sup>1</sup> advisors who are willing to support the doctoral researcher in the dissertation project. TAC members should possess scientific expertise in the topics and/or the methods related to the thesis.

The committee will be selected jointly by the doctoral researcher and the formal supervisor within the first six months of the doctorate (in consultation with the potential members). The formal supervisor ultimately ensures that the TAC is established. Advisors can be added or may be replaced in agreement with the committee members at any time. This has to be documented in writing.

**TASKS OF TAC MEMBERS**

**Advisory committee**

- Attends the TAC meetings
- Advises the doctoral researcher on the development of the doctoral project
- Reads and comments on manuscript draft, where relevant
- Helps in building the professional network
- Advises the doctoral researcher in career planning
- Advises the doctoral researcher in case of conflict

**Doctoral researcher**

- Convenes the TAC and organizes the meetings
- Reports about progress of the doctoral project (milestones, publications, delays), future workplan, details further qualification requirements and development wishes
- Distributes the necessary documents incl. meeting agenda for the TAC meeting to the TAC members at least one week in advance
- Documents the TAC meetings by written minutes with an executive summary

<sup>1</sup> Can be member of other scientific departments at IAMO or is affiliated with any organization.

## **MEETINGS**

The TAC should be set up in the first six months of the doctoral project and automatically dissolves with the defense of the thesis. The TAC meets at least once per year to monitor the progress of the doctoral researcher. It can also convene for other occasions, e.g. in case of conflicts. In advance, it should be transparently and clearly defined which documents are to be provided. A meeting agenda should be developed by the doctoral researcher in consultation with the supervisors.

## **INFORMATION & DOCUMENTATION**

TAC agreement, TAC meeting protocol and materials prepared for TAC meetings are accessible as electronic files to all members of the advisory committee, the doctoral researcher, as well as the department head and the coordinator of the IAMO Graduate School.