

THESIS ADVISORY COMMITTEE - BASIC INFORMATION FOR TAC MEMBERS

Purpose of TAC Meetings

The TAC is a critical component of CEITEC PhD School, designed to provide ongoing assessment and support to ensure the quality and progress of the PhD candidate's research. The primary purposes of TAC meetings are to:

- Monitor the student's progress and provide constructive feedback.
- Offer guidance on the research project and professional development.
- Identify and mitigate potential risks and challenges.
- Support the student-supervisor relationship.

TAC Meetings Schedule

TAC meetings are scheduled at key milestones during the PhD journey (through 8 semesters = standard study duration):

- First Meeting (2nd semester): Review of the thesis proposal and initial project scope.
- Second Meeting (4th-5th semester): Assessment of project progress and career planning.
- Third Meeting (7th semester): Evaluation of readiness for publication and thesis completion.
- Follow-up Meetings (every odd semester): Additional meetings to ensure continuous progress.

TAC Meeting Program

1. **PhD candidate's presentation** (ca 20 min.) and **discussion** with TAC members
2. **Discussion** between the PhD candidate and the TAC **without the supervisor**
3. **Discussion** among the entire TAC **without the PhD candidate**
4. **Final conclusions and recommendations**

Roles and Responsibilities

TAC Members:

- Provide expert advice and feedback on the research project.
- Assist in identifying opportunities and addressing challenges.
- Participate actively in discussions during meetings.
- Ensure confidentiality during private discussions with the student and supervisor.

TAC Chairperson:

- Summarize the conclusions and **finalize the TAC Assessment Report** (while following the template structure provided by the PhD candidate without skipping or deleting any points requested by the template).
- Oversee the meeting to ensure that the program is followed and all necessary discussion points are covered.
- Facilitate discussions, ensuring all voices are heard.

In case of any questions, please do not hesitate to contact the CEITEC PhD Studies Coordinator (phdcoordinator@ceitec.muni.cz).