

TAC meeting procedure



What happens		Who is present			Duration [minutes]
		PhD student	Supervisor(s)	External(s)	
1. Progress Report	a) presentation by the PhD student	x	x	x	20
	b) progress discussion	x	x	x	20
2. Evaluation	Discussion of the PhD student's progress	-	x	x	10 - 15
3. Supervision feedback	a) Feedback: inform the student about the outcome of the evaluation and wrap up: what are the main conclusions	x	x	x	20
	b) fill and sign TAC meeting form now <i>OR</i> PhD student writes a post-TAC meeting report	x	x	x	20
4. Confidential session	Discussion of supervision and other PhD related topics	x	-	x	?