

Thesis committee meetings:

The thesis committee meets with the student to monitor the student's progress and plans. This meeting also allows any problems, scientific or otherwise, to be aired and discussed as appropriate. In exceptional cases, the student can petition the committee to change supervisors between the 4th and 12th month at IMP/IMBA if they can offer convincing reasons for the change and the change can be reasonably accommodated. All students will organize a thesis committee by 3 to 6 months after the starting date. At the first meeting, the student will present a project proposal, outlining the background and aims of the project. The following meetings will be held at the end of the first, second, and third year.

The protocol below is aimed at encouraging students and group leaders to share any concerns with the thesis committee. In addition to these meetings, the student may also meet with committee members for more informal discussions.

Suggested thesis committee protocol:

Before the meeting the student makes an oral presentation of the research project, including the scientific context, aims, results, conclusions, and future plans. The student may use the Monday seminar for this purpose. If committee members cannot attend the seminar, the student schedules a separate presentation.

During the meeting the student and the committee may nominate a Chair. The Chair will complete the summary and guide the committee through a number of discussion points. An average committee meeting will last about an hour.

Suggested discussion points:

- major advances of the project (please record in the Summary)
- suggestions made to the student (please record in the Summary)
- potential for the student to finish in 3 years (please record in the Summary)
- potential for the student's project to be published
- potential for the student to present the project at meetings
- the student's presentation skills
- the student's general progress since the last meeting
- areas where the student can improve

After general discussion, the committee members will meet alone with the supervisor and with the student. Therefore the Chair will:

- invite the student to step out for a moment
- invite the supervisor to step out for a moment

The Committee will deliberate alone and discuss their views. Therefore the Chair will:

- invite the student and the supervisor to step out for a moment

Finally, the committee, supervisor, and student will end the meeting by gathering together to review and sign the Summary.

After the meeting the student will use the Summary to write a 1- to 2-page document that reports on the project and the recommendations of the committee. All committee members will sign this Report. The student will then submit the Report and the Summary to the PhD Coordinator.