



Checklist of suggested topics to address during the TAC

- ☐ **1st TAC meeting + draft project proposal:** should be completed before the first 6 months after the start of the doctoral project. This is to avoid doctoral students delaying their 1st TAC because their project proposal is not as complete as they would like.
- ☐ **2nd TAC + project proposal:** no later than 6 months after the first TAC meeting (or one year after the start of the project). The project proposal should not be seen as “written in gold” and therefore, do not hesitate to complete the 2nd TAC meeting with what you might consider an improved draft of your project. It is more important to have the 2nd TAC no later than 12 months after the start of the project, to gain new insights for the “actual project” than to be overly concerned about the written proposal at this stage. Your proposal will likely continue to change and develop until the end of the degree.
- ☐ **3rd TAC meeting:** no later than one year after the 2nd TAC. Each doctoral student should have at least one TAC meeting for each year of their doctoral project from here on out.
- ☐ **2nd and 3rd TAC meetings:** Has the `revised `research plan so far been implemented successfully and is the doctoral student on track? If not, what steps are necessary to realign the project?
- ☐ **3rd (and following TAC meeting (s):** Finishing up! What still needs to be achieved in order to complete the thesis project? Is it realistic to reach these goals within the anticipated time frame left for the project, until thesis submission? If not, which steps could be further improved?

- ☐ **Unexpected new developments:** Are there unexpected new developments or complications that affect the impact/risk ratio or the outcome of the project? Is it necessary to redefine milestones or to focus on plan B?
- ☐ **Doctoral student training:** Is the doctoral student’s training background and knowledge adequate to handle the project or is there a need for specific advanced training? Would additional training support the student’s development as a scientist?
- ☐ **Publication strategy:** Please reflect on possible publication strategies. What could a potential story look like? What could be an appropriate journal for the anticipated publication? If publication has thus far been unlikely to succeed, talk about the option of writing a monograph instead.
- ☐ **Conference attendances:** Has the doctoral student already participated in scientific meetings/conferences? If not, please investigate the doctoral student’s plans in this regard. What would be a good conference for the doctoral student to attend?
- ☐ **IMPRS curriculum:** How is the progress of the doctoral student in regard to the other requirements of the IMPRS curriculum?
- ☐ **Career plans:** The TAC is encouraged to mentor the doctoral student regarding possible career decisions based on their aptitudes and skills portfolio.
- ☐ **Conflict prevention:** If at any point the doctoral student or the direct supervisor feels the need for a moderator to be present at TAC meeting(s), this can be arranged with the IMPRS coordinator (or external faculty members).