



1 General information

Doctoral students and their doctoral committee (DC) members meet at least once every 9 months (check the supervision agreement or the feedback form of your last meeting for the next report due date and plan the meeting at least two weeks before them).

It is advisable to have joint meetings, but for practical or personal reasons the student can also meet with a DC member separately. Also meetings by teleconference are accepted, but a student must meet with each of his/her DC members at least once every 9 months. Other people can be invited to attend (part of) a meeting; decisions on whom to invite should be taken by mutual consent.

2 Before the meeting

- a. The meeting is organized by the doctoral student.
- b. The student submits his/her detailed research plan or progress report to the DC members at least 14 days before the meeting. **This should be about a month before the report is due at the GSGS Office.** Please read the guidelines on report writing and the options available (e.g. on writing a draft paper instead).

3 During the meeting

What is discussed during the meeting is largely a matter between the student and the DC members. However, it is important to document the main decisions taken, and writing useful minutes of a meeting is an important skill to have or acquire. Therefore, notes should be taken by the student during the meeting. The doctoral committee members should make clear how detailed they expect the minutes of the meeting to be and what kind of information should be included.

The GSGS Steering Committee needs to have a general idea of the students' progress. Also, to help plan GSGS resources and activities, the GSGS office needs some information from you. Therefore, fill out the **Doctoral Committee Members' Feedback Form** as a part of the meeting. It needs to be signed by all present, including the doctoral student.

To help structure the meeting, a checklist is provided overleaf.

4 After the meeting

- a. The student should send the minutes of the meeting to all members present in the meeting within two weeks of the meeting.
- b. It is the student's responsibility to send the following documents to GSGS office within 14 days after the meeting (preferably as a scan or a PDF to gradschool-geosci@uni-koeln.de):
 1. the signed **feedback form(s)**;
 2. either a) a **PDF of the research plan** (see the deadline in your supervision agreement), or b) a **PDF of the progress report** (for deadline see the feedback form of last meeting);
 3. the signed "Activities" form and copies of any proof needed to apply for GSGS points.

You will normally get a confirmation of receipt within a week. Keep all originals for future reference (you will need them to get a GSGS certificate).



Checklist

These points are not intended as strict rules; they should help to structure your meeting.

1) Progress of the project since the last meeting

An informal presentation and discussion of the current status of the project, including:

- Achievement (especially in relation to the goals defined during the last meeting)
- Questions or problems
- Discussion of milestones set during last meeting
- Time schedule

2) Definition of goals for the following period

- What should be achieved in the next period? Set new milestones with a time schedule.
- What are your needs with regard to resources (lab/ field/ computer time, etc.) and how can they be met?
- Should contacts to internal or external experts be established? Who?

3) Training needs

- What training courses did you attend? What was positive/negative?
- Are there any needs for further training? Where could you obtain it?
- What are your needs with regard to transferable (“soft”) skills and language training?

4) International meetings, workshops, summer/winter schools

- Participation in meetings during the past period (short report, benefits)?
- Which upcoming meetings would be of interest (contribution? poster/ oral presentation)?

5) Potential research stay abroad

- Is this desirable?
- Which institute could serve as a host institution?
- What research should be done?
- Who is to establish the contact (& time schedule)?
- Where could you apply for travel funding (e.g., DAAD)?

6) Proposals & funding

- Are there any needs to apply for GSGS/external funding?
- When are the deadlines?
- What could increase your chances?

7) Career-planning (3rd year)

- What comes after the doctoral project?
- Any need for further training (e.g. course on proposal writing)?