



DOCTORAL CANDIDATE

Last Name: _____

First Name: _____

IMPORTANT: Keep the original of this TAC Status Report as a "living" document to which new information is added before and in every TAC meeting. COPIES provide a snapshot of the candidate's status at the time of a TAC meeting. Do NOT sign the original - only sign COPIES.

Doctoral candidate to fill out / check before the meeting

TAC to fill out in meeting

1. FORMALITIES

1.1 THESIS ADVISORY COMMITTEE (TAC)

Role	Last name	First name	phone	email
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First TAC member:

Second TAC member
and mentor:

Further TAC member(s) /
mentor(s):

1.2 ADMISSION STATUS AND DOCTORAL PROJECT DATA

Admission status at the doctoral office of the Faculty of Mathematics and Natural Sciences (MNF), doctoral project data, funding and official co-operations

Subject (*Promotionsfach*)

Advisor Last Name

First Name

Date full admission at MNF

(Preliminary) thesis title

Doctoral project start date

Funding source (e.g. DFG, DAAD, private)

Funding project

Funding period

from

to

Official association / co-operation of the doctoral project with (e.g. a research institution outside the University of Cologne, a university of applied sciences, or cotutelle with a foreign university).

1.3 TARGET AND ACTUAL TAC MEETING DATES (COMPULSORY)*Write 'none' for no entry in compulsory fields.*

Which is the current TAC meeting? (Doctoral candidate to select during preparation)	Target meeting date	Actual meeting date (TAC to fill out in meeting)	Is this (likely) the final TAC meeting before thesis submission?	
First				
Second				
Third			yes	no
Fourth			yes	no
Fifth			yes	no
Sixth			yes	no

1.4 CHANGES IN FORMALITIES (COMPULSORY)*Write 'none' for no entry in compulsory fields.*

TAC meeting date	List any changes in formalities 1.2, especially in funding. For any changes in the TAC (1.1), submit a new supervision agreement.
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2. ASSESSMENT OF THE STATUS AND PROGRESS OF THE DOCTORAL RESEARCH

2.1 FEEDBACK FROM TAC (COMPULSORY)

Write 'none' for no entry in compulsory fields.

If you need more space, use 3.3 Other comments and refer to section 2.1

TAC meeting date

Status, progress and next steps of the doctoral research

(major direction of the study; specific research questions; time schedule; mile stones reached; expected 'deliverables'; adequate knowledge of literature and methods; and mitigation strategy in cases of considerable delay/setbacks)

Rate the research plan and the proposed time schedule, and give feedback accordingly

Very good

Needs some adjustments

Needs major changes

Documents required after last meeting (see 2.5) received:

yes

no

Rate progress and the proposed time schedule, and give feedback accordingly

Very good

Needs some adjustments

Needs major changes

Documents required after last meeting (see 2.5) received:

yes

no

Rate progress and the proposed time schedule, and give feedback accordingly

Very good

Needs some adjustments

Needs major changes

Documents required after last meeting (see 2.5) received:

yes

no

Rate progress and the proposed time schedule, and give feedback accordingly

Very good

Needs some adjustments

Needs major changes

Documents required after last meeting (see 2.5) received: yes no

Rate progress and the proposed time schedule, and give feedback accordingly

Very good

Needs some adjustments

Needs major changes

Documents required after last meeting (see 2.5) received: yes no

Rate progress and the proposed time schedule, and give feedback accordingly

Very good

Needs some adjustments

Needs major changes

2.2 PROBLEMS ENCOUNTERED (COMPULSORY)

Write 'none' for no entry in compulsory fields.

If you need more space, use 3.3 Other comments and refer to section 2.2

TAC meeting date	Problems encountered (e.g. with tools and methodologies; regarding training in courses; other)
2017-2018	
2018-2019	
2019-2020	
2020-2021	
2021-2022	
2022-2023	
2023-2024	



2.3 ANY ACTION REQUIRED BY TAC (COMPULSORY)

Write 'none' for no entry in compulsory fields.

If you need more space, use 3.3 Other comments and refer to section 2.3

TAC meeting date

Any action required for successful progress or completion of the thesis? Person/ people to be in charge of the action

2.4 ACTION REQUIRED BY DOCTORAL CANDIDATE (COMPULSORY)

Write 'none' for no entry in compulsory fields.

If you need more space, use 3.3 Other comments and refer to section 2.4

TAC meeting date

Any action required for the successful progress or completion of the thesis?

2.5 DOCUMENTS FOR NEXT MEETING (COMPULSORY)

Write 'none' for no entry in compulsory fields.

If you need more space, use 3.3 Other comments and refer to section 2.5

Documents required by TAC for the next meeting

TAC meeting date	Minutes of the present meeting	Update time schedule (compulsory)	Progress Report	<u>Draft</u> of an academic paper (not submitted)	Any other documents (specify)
			oral		
			written		
			oral		
			written		
			oral		
			written		
			oral		
			written		
			oral		
			written		

2.6 AGREEMENT ON FORM AND CONTENTS OF THE THESIS

TAC meeting date Compulsory entry for last meeting before thesis submission

We have agreed on the form and content of the doctoral thesis
(cf. Doctoral Regulations of the Faculty §7 (6))

2.7 TIME WITHOUT ADVISOR (COMPULSORY)

TAC meeting date **The candidate met with the (external) mentor(s) without the advisor** (e.g. at the end of the meeting)
One mentor enters the date of the meeting with the candidate without the advisor and provides a digital signature on a COPY of this document.

Meeting date without advisor:	Signature
Meeting date without advisor:	Signature
Meeting date without advisor:	Signature
Meeting date without advisor:	Signature
Meeting date without advisor:	Signature
Meeting date without advisor:	Signature



3. OPTIONAL ENTRIES

3.1 FOR ADVANCED DOCTORAL CANDIDATES (OPTIONAL)

TAC meeting date Career prospects after completion of thesis

3.2 PRESENTATIONS GIVEN AT CONFERENCES AND WORKSHOPS (OPTIONAL)

Conference / workshop presentations given

Provide event title, (ACRONYM), organiser, city, country, start and end dates, and presentation type (oral/ poster).



3.3 OTHER COMMENTS (OPTIONAL)

TAC meeting date

If required: other comments (refer to any previous sections using their number)

If the TAC thinks that it is NOT realistic for the candidate to continue to pursue a doctoral degree, they should use this space for their comments and suggestions. Doctoral candidates should contact the GSGS office, if they think it is not realistic for them to continue in the current TAC constellation.

3.4 NETWORKING AND PERSONAL DEVELOPMENT (helpful if you want to receive GSGS funding)

If you need more space, use 3.3 Other comments and refer to section 3.4

TAC meeting
date

Networking and personal development

Are any external meetings / stays planned? Give details here (title, location, date)

Conference /
Workshop

Summerschool /
course

Other (please
specify)

GSGS funding
desired?

3.5 TRAINING NEEDS (optional, but helpful if you want the GSGS to organise specific events)**TAC meeting date**List any **training needs**. Please consider any academic, technical, language, presentation, social and transferable ("soft") skills.**Specify:** (1) type
(2) where it could be obtained (if known)?
(3) when it is planned?**Would you like
GSGS to organise?**

These two buttons can be used to check if all compulsory fields have been filled out. Make sure to select the right meeting 'First', 'second', etc. in 1.3 first.

SIGNATURES**IMPORTANT:** Only sign COPIES of this document and keep the original as a "living" document without signatures that can be updated regularly_____
Date_____
Signature, doctoral candidate_____
Date_____
Signature, first TAC member_____
Date_____
Signature, second TAC member (mentor)_____
Date_____
Signature, third TAC member (mentor)



4.1 FOURTH-YEAR CONSULTATION (AFTER 48 MONTHS)

If no dissertation has been submitted 48 months after the start of the candidate's doctoral research project, separate consultations are to take place with candidate and advisor; further TAC members can be consulted. The consultations are conducted by GSGS Steering Committee members and initiated by the GSGS. Doctoral candidates and any of their TAC members can request a consultation with a Steering Committee member or GSGS coordinator at any time.

date	Documentation of fourth-year consultations
	GSGS to initiate fourth-year consultation meetings
	Meeting between Steering Committee member and the candidate
	Space for comments:
	Signature
	Meeting between Steering Committee member and the candidate
	Space for comments:
	Signature