

## Guidelines for the ISOS PhD Thesis Committee Meetings

The Thesis Committee (consisting of the PhD candidate and her / his advisors) agree to conduct one joint meeting per semester. The PhD candidate is responsible for organising these meetings and writing protocols. Please send the protocol of this meeting to the ISOS.

These are *suggestions* based on best-practice examples. Modify as needed.

### FIRST MEETING:

#### Definition of scientific and career goals

- goals to be met by the end of the thesis
- Is a specific initial training required?
- rough time plan for the coming three years
- milestones and timetable for the coming 6 months
- If multiple disciplines are involved, who can give input in each field?
- Has the PhD candidate identified long-term career goals?

### SUBSEQUENT 6-MONTHLY MEETINGS:

These may start with a short presentation by the candidate as an update on the project status.

#### Milestones and Time Plan

- achievements of the past 6 months with respect to the timetable set
- problems/ setbacks encountered
- timetable for the next 6 months

#### Training Programme: Course Work

- PhD candidate reports on courses (scientific and transferable skills) taken in the past 6 months
- Is targeted specific training needed?
- Has the candidate undertaken teaching activities? Please specify.
- Courses planned in the next 6 months

#### Travel and Conferences

- PhD candidate reports on conferences attended
- Upcoming conferences; contribution, deadlines, funding from ISOS?
- Is a research stay at a partner institute planned? Please specify

#### Other....

- Is the PhD candidate interested in the ISOS "Miniproposal" scheme?
- Has the candidate been involved in teaching? Please specify
- Has the PhD candidate identified long-term career goals?

**Submission deadline:** Please submit protocols by the end of each semester, on **30th September** and **31st March**.