

How to organize your first TAC meeting

Your first TAC (Thesis Advisory Committee) meeting should take place within one year of the start of your IMPRS PhD program. To organize your first TAC Meeting, you will need the following:

1. TAC Committee
2. Project Proposal
3. TAC Form

1. Forming your TAC Committee

The first step is a bit tricky: You have to decide whether you would like to register with the Medical Faculty or the Faculty of Mathematics and Natural Sciences. Please consult with your supervisor.

a.) Medical Faculty

Your TAC committee must meet the criteria set forth in the Doctoral Regulations at the moment of registration, which can be found here:

https://www.medfak.uni-bonn.de/de/fakultaet/karrierewege/nachwuchsfoerderung/promotion-phd/9-5-dissertationskomitee_dropdown_promo2021.docx

If you are unsure whether the committee you have chosen is in compliance, you may contact the IMPRS coordination office or the PhD office of the Medical Faculty. Contact person: Sarah Funk: PhD.Promotionsbuero@ukbonn.de

Good to know: Before you can submit your PhD thesis, you must be enrolled at the University Bonn for 3 years, so do not delay registering at the Medical Faculty. You can only enroll the university after being registered as a PhD student. You will receive a letter of admission.

b.) Faculty of Mathematics and Natural Sciences

The PhD regulations of the Faculty of Mathematics and Natural Sciences do not have rules concerning the composition of your TAC committee. However, you should keep in mind that your supervisor must to be a member of the Faculty of Mathematics and Natural Sciences. The enrollment period is only 6 months.

FAQ: The following IMPRS faculty members are currently professors at the University Bonn:

- Medical Faculty: Tobias Ackels, Heinz Beck, Ilona Grunwald Kadow, Jason Kerr, Tobias Rose
- Faculty of Mathematics and Natural Sciences: Michael Pankratz, Dietmar Schmucker

2. Project proposal

The project proposal should consist of approximately five pages. We recommend following the guidelines of the Boehringer Ingelheim Fonds (<https://www.bifonds.de/fellowships-grants/phd-fellowships/how-to-apply-phd.html>).

Here is a brief summary of the main points:

- The project proposal consists of the title and summary of PhD project (max. 1,400 characters including spaces):
 - the formulation of the problem/research question,
 - the current state of research,

- the applicant's own groundwork,
- the objective(s),
- experimental strategy including research methods (3-4 pages for strategy and methods),
- references (including all authors and full titles of cited papers),
- work plan indicating the expected duration of the overall project and the individual steps.
- We strongly recommend that the research proposal be written in collaboration with the supervising PI
- Please send the project proposal to your TAC Committee **2 weeks before the meeting** as your proposal will be the main topic of your first TAC meeting.

3. TAC Form

You can download the TAC form here: https://imprs-brain-behavior.mpg.de/document_download. Please be sure to use this form and not an older version you may have received from your colleagues. The latest version has been uploaded on 21st March! The TAC form includes a step-by-step guide on how to complete the form and an outline of the actual TAC meeting. Please read both carefully. If anything is unclear, please contact the IMPRS coordinator. **Please email this form with Parts A and B completed to all members of your TAC at least 3 work days before the scheduled meeting.**

FAQ: While the IMPRS coordinator is present at the meeting and should therefore be involved in the scheduling, the IMPRS coordinator is NOT a member of the TAC committee.

4. Scheduling your first TAC meeting

Your TAC meeting will usually take place via Zoom. To schedule the meeting, please set up a doodle. Please proceed as follows:

1. Identify up to nine 1.5 hour-time slots with your supervisor (please vary times and days of the week if possible). Please do not add more time-slots to your doodle. Instead create a new one if necessary.
2. Create a doodle > please do not turn off visibility of responses.
3. Send the doodle to the TAC members and the IMPRS coordinator.
4. If you have not received a response within a week, please send a reminder.
5. Please set date and time as quickly as possible and inform all TAC members and the IMPRS coordinator.

FAQ: What happens if a TAC member is not available on the schedule date? Please consult with your supervisor. If a TAC member is not available on the scheduled date, you can give them a short presentation separately. This can be in the form of a short report or a PPT presentation. If your supervisor agrees with this solution, you can still hold your TAC meeting on the scheduled date.

5. Your TAC meeting

At the beginning of the TAC meeting, the committee should elect the chair of the meeting. The chair should not be the supervisor or the IMPRS coordinator. The chairperson will take the minutes of the meeting and completes the part C of the TAC form. A detailed outline of the TAC meeting is given in the TAC form.

6. After your first TAC meeting

The chair of the TAC meeting sends the TAC form to all TAC Committee members for feedback and approval. Once all members have approved the minutes, the TAC form will be sent to the IMPRS coordinator who will then send you the final form for approval and signature.

Once you have signed the document, please send a copy to the IMPRS Coordination Office. The IMPRS Coordination Office will then upload the TAC minutes to the TAC Administration tool. In the TAC Administration tool you will also see the expected date of your next TAC meeting.