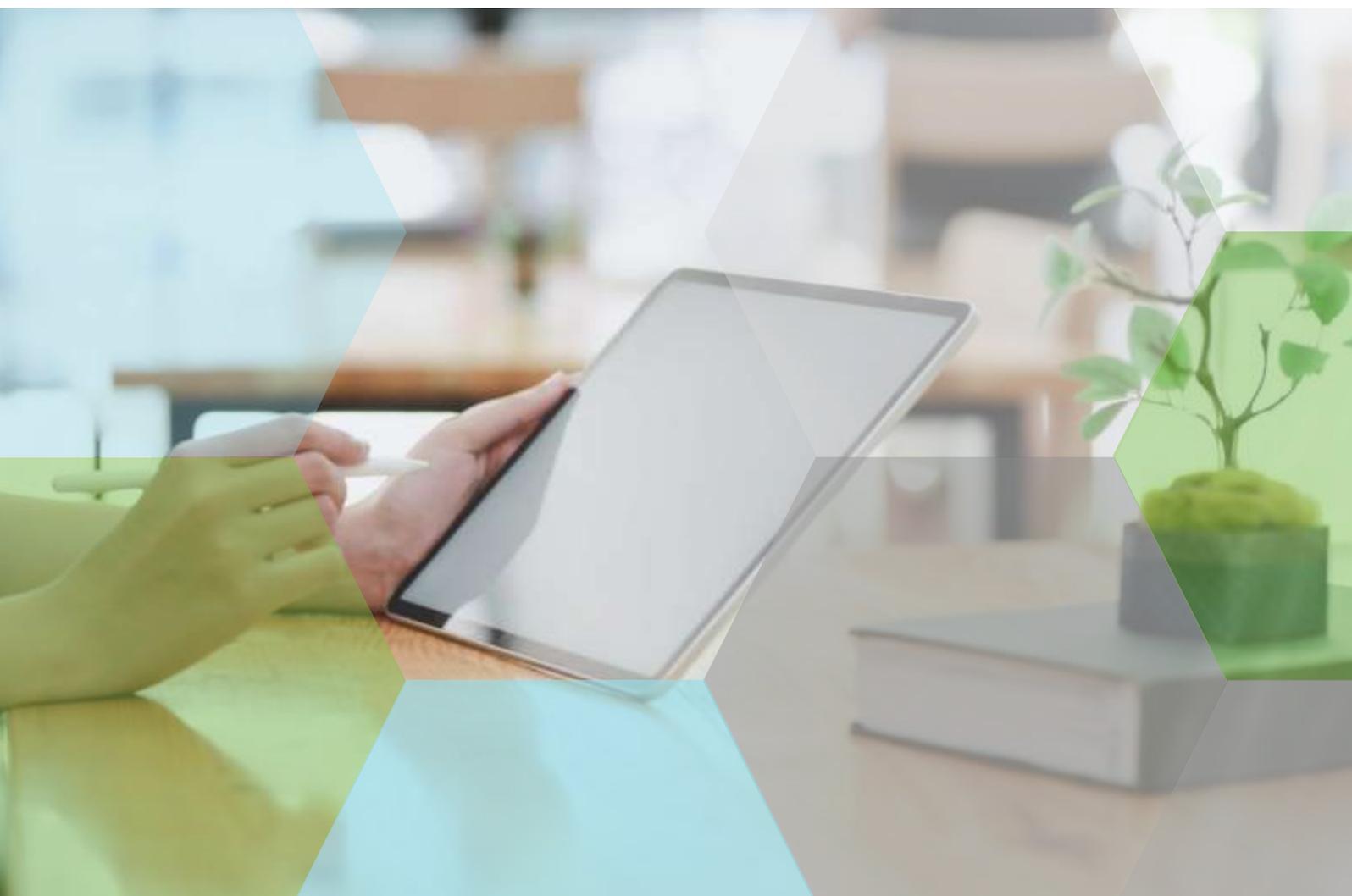


# Concept of the Thesis Advisory Committee

## CEITEC PhD School

Version: September 2020



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# 1. INTRODUCTION

The concept of the **Thesis Advisory Committee (TAC)** is **implemented since September 2019** as a standard tool of CEITEC PhD School to provide a comprehensive system of **individual quality assessment (IQA)** of PhD candidates for the preparation of the defence. The IQA was identified as a quality gap in doctoral studies by the International Scientific Boards of CEITEC and of Masaryk University. Both boards, as well as PhD candidates, recognise it as a crucial issue and creating TAC as an adequate step, which can help to solve the gap.

The concept was implemented in the annual trial mode, and after a year of operation, its **functionality was evaluated** based on feedback from students and supervisors through a survey. **Changes reflecting the requirements raised in the survey are incorporated in this material.**

The document aims to clearly define the whole concept of the TAC, including the structure and set up of the TAC, processes related to the operation of the TAC, the expectations of the TAC, and the schedule of the implementation.

The concept of the TAC has replaced the previously used system of quality assessment and progress reporting, represented by *PhD Progress Day*. The concept of the TAC is complemented by the organization of an annual *CEITEC PhD Conference*, which covers the progress presentation of the advanced students.

## 2. TAC - STRUCTURE

### 2.1. Establishment of the TAC

**Every\* PhD candidate** enrolled in a PhD Programme under the CEITEC PhD School (Life Sciences and Biomedical Sciences, Molecular Medicine specialization) must be supervised and mentored during their studies by the TAC. The TAC is responsible for monitoring the student's progress and providing external advice and support to both student and supervisor.

Setting up the TAC is the responsibility of the student, but the selection of committee members is carried out in cooperation between the student and the supervisor. TAC members should be selected and appointed during the first semester of study.

The proposal of TAC members approved by PhD Candidate and the supervisor must be delivered to the *PhD Studies Manager (Department of Strategy and Science)* by the end of the first semester, and further approved by the *Doctoral Board* of the particular field in Life Science and Biomedical Sciences programmes.

*\* Except for the students who started their studies before 2017, who continue in the Progress Day system.*

### 2.2. Composition of the committee members

The TAC should consist of three members, at least. There is no upper limit on the number of TAC members; however, the TAC consisting of up of five members can be considered as optimal. Three TAC members should have experience with the supervision of doctoral students\*\*.

The TAC should include the supervisor and two members that do not come from the supervisor's research group; at least one of them should be external - from outside of the CEITEC MU (affiliated with other faculty of MU, other CEITEC institute, or other institution). The appointment of a specialist from abroad is beneficial.

In specific cases, the TAC composition may vary, but the student must explain why each member should be there, what his / her experience is and what it will bring to the student to participate in his TAC. Such composition will be assessed individually by the chair of the *Doctoral Board*.

*\*\*Anyone (internal or external) who supervises or has already supervised a PhD candidate is eligible to be a member of the TAC.*

## 3. TAC MEETINGS

The TAC should convene at least **three times\*** during the PhD candidate's career. All scheduled meetings are mandatory and must take place in predefined periods. The Meeting can be held online (see *Chapter 4.2*). Initiating the organization of the meetings (both on-site or online) on time is very important. It is the PhD candidate's responsibility to invite the TAC members, arrange TAC meetings, and provide the *PhD Studies Manager* with copies of the signed TAC Assessment Reports (see Annex).

\* Except for the students who started their studies in the year 2018 or 2017, who have established the TAC in the second or third year of study.

### 3.1. Schedule of meetings

| Year of Enrollment | 1 <sup>st</sup> Meeting   | 2 <sup>nd</sup> Meeting                    | 3 <sup>rd</sup> Meeting  | Follow-up Meetings                        |
|--------------------|---|--|--------------------------|---|
| 2019 or later      | 2 <sup>nd</sup> semester  | 4 <sup>th</sup> – 5 <sup>th</sup> semester | 7 <sup>th</sup> semester | 9 <sup>th</sup> , 11 <sup>th</sup> , etc. |
| 2017 or 2018       | N/A   | 4 <sup>th</sup> – 5 <sup>th</sup> semester | 7 <sup>th</sup> semester | 9 <sup>th</sup> , 11 <sup>th</sup> , etc. |
| Before 2017        | TAC concept is not applicable – progress is monitored at annual Progress Days |  |                          |   |

### 3.2. Procedures of meetings

#### 3.2.1. Before the Meeting

Two weeks before every TAC meeting, the PhD candidate submits a written material:

- A thesis proposal (for the 1<sup>st</sup> Meeting)
- A brief report on the project's progress (for following meetings) – the *Progress Report* template can be used (see Annex)

#### 3.2.2. During the Meeting

One of the TAC members (other than the supervisor) acts as a chairperson, who summarizes conclusions of the Meeting and finalizes the *TAC Assessment Report*.

The Meeting is divided into four parts.

- The PhD candidate gives a short (approximately 20 min.) presentation of his/her current research. The presentation should avoid technical details and focus on the key points needed

to assess the project and/or for which advice is wanted. A discussion with the TAC members follows it.

- A discussion\* between the PhD candidate and the TAC without the supervisor - a discussion about PhD candidate's satisfaction with his/her supervisor or any other sensitive topic.
- A discussion\* between the entire TAC committee, without the PhD candidate. It should reveal the satisfaction of the supervisor with the candidate.
- Final discussion - the chairperson finishes the Meeting with a summary and recommendations.

\* The part of the Meeting where the supervisor or PhD candidate is not present is **confidential**. If the outputs of this section are important, they should be mentioned in the report in an anonymized form. Any potential misunderstandings should be identified and treated in time.

### 3.2.3. After the Meeting

A copy of the *TAC Assessment Report*, signed by all parties, must be delivered to the *PhD Studies Manager* within one month of the Meeting.

## 3.3. Types of meetings

### 3.3.1. First Meeting

The first TAC meeting takes place by the end of the **second semester**. Two weeks before the TAC meeting, the PhD candidate submits a written **2 – 5-page thesis proposal**, presenting the basic outline of the project and initial results.

The TAC will assess the following criteria, which will be recorded on the *TAC Assessment Report*:

- Scope and the milestones of the research project
- Expected impact and opportunities of the project
- Potential risks and challenges involved in the project
- The readiness of the PhD candidate on the project (methodological skills and fundamental knowledge)
- Overall assessment of the candidate's performance and approach to the project

**The brief thesis proposal and conclusion of the Meeting are recommended to be inserted into the IS MU as the proposal of the individual study plan (ISP) for the entire study period.**

### 3.3.2. Second Meeting

The second TAC meeting takes place between the **fourth** and the **fifth semester** and should be focused mainly on the progress of the candidate in meeting the set objectives based on a running report prepared by PhD candidate. An alternative project can also be considered if progress is not sufficient. Appropriate attention must be paid to any potential risks, and explicit measures must be taken to prevent any failures.

This Meeting should also serve as a **career consultancy**. Career development should be monitored further.

The TAC will assess the following criteria, which will be recorded on the *TAC Assessment Report*:

- Status of the Project
- Progress made
- Goals for the coming year
- Career plans

### 3.3.3. Third Meeting

The third TAC meeting takes place during the **seventh semester**. It aims to evaluate the readiness of the PhD candidate to publish results, complete the research, and finish studies. The status of the project and duties needed for completing the study should be described in the running report provided by the PhD candidate to the TAC committee in advance. If more time for completion of the study is needed, a detailed research plan must be submitted together with the *TAC Assessment Report* to specify precisely the timing and activities required for the successful defence. The candidate's funding after the eighth semester must be clarified.

The TAC will assess the following criteria, which will be recorded on the *TAC Assessment Report*:

- Status of the Project
- Progress made
- Goals for the period until completion of study/for the coming year (in case more time is needed for completion of study)
- A tentative date for defence (year, month)
- Career plans

### 3.3.4. Follow-up Meeting(s)

The follow-up TAC meetings after the third Meeting are scheduled for every other odd semester (i.e., 9th, 11th, etc.). During the meetings, the completeness of the research plan is checked and treated.

### 3.3.5. Ad Hoc Meetings

At any time, any involved party (TAC member, PhD candidate, supervisor) can hold personal discussions with another party or can request additional TAC meetings.

## 4. EXCEPTIONAL CIRCUMSTANCES

### 4.1. Process of amendments

Any necessary amendment (postponement of the TAC meeting, the addition of another TAC member, replacement of the TAC member, etc.) must be notified to the *PhD Studies Manager* using the form *Amendment of the TAC Settings*

### 4.2. Online Meeting

The TAC meeting is usually held as an on-site meeting (i.e., all parties meet at one time and in one place; however, it can be held online. The PhD candidate is still responsible for the organization of the Meeting and the delivery of the signed *TAC Assessment Report* to the *PhD Studies Manager* on time.

- A seminar room in any of the CEITEC MU pavilions can be used for the Meeting, the contact person for the reservation: an assistant of the relevant research group
- AV equipment is available to be used for online meetings (portable surround microphone, surround camera)
  - equipment available at CEITEC MU - the contact person for the reservation: an assistant of the Director's Office Karolína Šupejová, [karolina.supejova@ceitec.muni.cz](mailto:karolina.supejova@ceitec.muni.cz) , line 6631.
  - equipment available at CIT UKB - the contact person for the reservation Mr. Šišma, [sisma@ukb.muni.cz](mailto:sisma@ukb.muni.cz) , line 8644

### 4.3. Ombudsperson

Any PhD candidate, or any member of the TAC may ask the ombudsperson to be present during the TAC meeting, particularly in the following cases:

- Conflict of interest
- Struggling with an ethical issue
- One party feels at a disadvantage

### 4.4. Revocation of the TAC committee

The revocation of the TAC committee can occur by the PhD candidate's decision and the decision of the *Doctoral Board*. The former TAC must be replaced by a new one as soon as possible, ideally within one month. The process of revocation should be the last instance, and a sufficient effort to exploit existing TAC must come first. It is not recommended to replace the TAC more than once during the entire study. The *Doctoral Board* must approve the replacement.

## 4.5. Exchange of TAC members

Any member of the TAC can be replaced by another, if necessary. The replacement must be announced to the *PhD Studies Manager* (see 4.1) and then approved by the *Doctoral Board*.

## 4.6. Other specific situations

The solution of other specific situations can be verified in the material *Frequently Asked Questions*. Furthermore, creating a platform for a comprehensive system of individual quality assessment and support of PhD candidates was a students' initiative; therefore, the sharing of good practice among students is expected. A key role in this activity is played by the *CEITEC PhD Students Committee*, which organizes regular meetings and provides information on own website <http://studentcommittee.ceitec.cz/>

## 5. PHD CONFERENCE

CEITEC PhD Conference is organized annually in spring and helps to promote students' competencies in presentation skills.

It is mandatory for all PhD candidates of CEITEC PhD School; supervisors and other TAC members are also welcome.

| Year of the study                   | Type of participation   |
|-------------------------------------|---|
| 1 <sup>st</sup> and 2 <sup>nd</sup> | Participation in the conference auditorium  |
| 3 <sup>rd</sup>                     | Presentation of results in the form of a poster   |
| 4 <sup>th</sup>                     | Presentation of results in the form of a lecture  |
| 5 <sup>th</sup> or higher*          | Presentation of results in the form of a poster<br><i>* until the application for state exam and defence is submitted</i> |

The PhD Conference also aims to provide a regular assessment of PhD candidates' performance by the *Doctoral Boards*, whose representatives also participate in the conference.

## 6. ANNEXES

1. [TAC Members Proposal](#)
2. [TAC Assessment Report 1](#)
3. [TAC Assessment Report 2](#)
4. [TAC Assessment Report 3](#)
5. [Amendment of the TAC Settings](#)
6. [TAC Progress Report](#)

## PROPOSAL OF MEMBERS OF THE THESIS ADVISORY COMMITTEE

Date: .....

PhD candidate: .....

Year of enrolment: .....

PhD Programme/ Specialization: .....

### Proposal of TAC members:

TAC Member 1 supervisor .....

TAC Member 2 name .....

affiliation .....

TAC Member 3 name .....

affiliation .....

*Add lines if the committee has more than 3 members.*

*Two members of TAC should not come from the supervisor's research group, and at least one of them should be affiliated with another faculty or institution (international members of the TAC are welcome).*

### Approval of the proposal

PhD Candidate .....

*signature*

Supervisor .....

*signature*

*To be submitted by the end of the first semester of study to the PhD Studies Manager (Department of Strategy and Science).*

### Approval by the chair of the Doctoral Committee

.....  
date name signature

# TAC ASSESSMENT REPORT

**Meeting # 1** (to be held in the 2<sup>nd</sup> semester)

**Date:** .....

**PhD candidate:** .....

**Year of enrolment:** .....

**PhD Programme/ Specialization:** .....

**Supervisor:** .....

**Project Title:** .....

## Quality Assessment of the Project

**The following criteria should be assessed:**

- Scope and the milestones of the research project
- Expected impact and opportunities of the project
- Potential risks and challenges involved in the project
- The readiness of the PhD candidate on the project (i.e., methodological skills and fundamental knowledge)
- Overall assessment of the candidate's performance and approach to the project

**Other issues, comments:**

|                                    | <b>Name</b> | <b>Signature</b> |
|------------------------------------|-------------|------------------|
| <b>PhD Candidate</b>               | .....       | .....            |
| <b>TAC Chairperson</b>             | .....       | .....            |
| <b>TAC Member<br/>(supervisor)</b> | .....       | .....            |
| <b>TAC Member</b>                  | .....       | .....            |

*Add lines if the committee has more than 3 members.*

## TAC ASSESSMENT REPORT

**Meeting # 2** (to be held in the 4<sup>th</sup> or 5<sup>th</sup> semester)

**Date:** .....

**PhD candidate:** .....

**Year of enrolment:** .....

**PhD Programme/ Specialization:** .....

**Supervisor:** .....

**Project Title:** .....

### Assessment

**The following criteria should be assessed:**

- Status of the project
- Progress made
- Goals for the coming year
- Career plans

**Other issues, comments:**

|                                    | <b>Name</b> | <b>Signature</b> |
|------------------------------------|-------------|------------------|
| <b>PhD Candidate</b>               | .....       | .....            |
| <b>TAC Chairperson</b>             | .....       | .....            |
| <b>TAC Member<br/>(supervisor)</b> | .....       | .....            |
| <b>TAC Member</b>                  | .....       | .....            |

*Add lines if the committee has more than 3 members.*

## TAC ASSESSMENT REPORT

**Meeting # 3** (to be held in the 7<sup>th</sup> semester)

**Date:** .....

**PhD candidate:** .....

**Year of enrolment:** .....

**PhD Programme/ Specialization:** .....

**Supervisor:** .....

**Project Title:** .....

### Assessment

**The following criteria should be assessed:**

- Status of the Project
- Progress made
- Goals for the period until completion of study/the coming year year (in case more time is needed for completion of study)
- Tentative date for defence (year, month)
- Career plans

**Other issues, comments:**

|                                    | <b>Name</b> | <b>Signature</b> |
|------------------------------------|-------------|------------------|
| <b>PhD Candidate</b>               | .....       | .....            |
| <b>TAC Chairperson</b>             | .....       | .....            |
| <b>TAC Member<br/>(supervisor)</b> | .....       | .....            |
| <b>TAC Member</b>                  | .....       | .....            |

*Add lines if the committee has more than 3 members.*

## AMENDMENT OF THE TAC SETTINGS

**PhD candidate:** .....

**PhD Programme/Specialization:** .....

**Supervisor:** .....

### **Proposal of amendment:**

*(postponement of the TAC meeting after the deadline, addition of another TAC member, replacement of the TAC member, etc.)*

### **Reasons for the amendment:**

**Date:**.....

*To be submitted to the PhD Studies Manager (Department of Strategy and Science).*

.....

### **Approval of the amendment proposed:**

*(statement of the responsible person)*

## PROGRESS REPORT

### for the TAC Meeting

Date of the Meeting: .....

#### I. GENERAL INFORMATION

PhD candidate: .....

The number of semesters completed: .....

PhD Programme/Specialization: .....

Supervisor: .....

Project title: .....

#### II. DESCRIPTION OF THE PROGRESS ON THE DISSERTATION PROJECT

*A concise description of the activities and progress during the reported period - since the previous TAC meeting (ca 1 page)*

1. What have you been working on, and which milestones have you achieved? Have you reached the proposed goals? If not, why?
2. Which modifications in terms of research questions, methodological approach, etc. have been made?
3. What are the outcomes of your activity - which findings and results have been made?
4. A concise overview of activities related to the fulfillment of study requirements - active participation at conferences, the internship completed, etc.

#### III. DESCRIPTION OF RESEARCH AND MILESTONES PLANNED FOR THE FOLLOWING PERIOD

*A brief description of the plans - until the next TAC meeting/completion of the PhD study (ca ½ page)*

1. Specify the working steps and achievements planned.
2. Specify the plans concerning attending conferences, completing an internship, and publishing the results of your research.

*This report should be submitted two weeks before the TAC Meeting to all TAC members.*