

TAC process

- Directly after joining (AC)³: Form your Thesis Advisory Committee (TAC)
 - Prompt all supervisors to sign the supervision agreement
 - Submit supervision agreement to the IRTG coordinator

- Within **three months** after joining (AC)³: Convene your TAC team for initial "Project Plan" meeting
 - Fix a date for the "Project Plan" meeting with your TAC team: __/__/____
 - Prepare meeting by completing the TAC status report
 - Prepare a detailed research plan and a time schedule
 - Prepare a short presentation to update your TAC on your progress
 - Update research plan and timeline after meeting, complete the meeting minutes
 - Submit updated and signed TAC status report form, updated research plan and updated time schedule to IRTG coordinator

- Within **one year** of joining (AC)³: Convene your TAC team for a meeting to assess the progress made
 - Fix a date for the progress meeting with your TAC team: __/__/____
 - Define required documents together with your TAC:

 - Prepare meeting by completing the TAC status report
 - Prepare the required documents, update your timeline
 - Prepare a short presentation to update your TAC on your progress
 - Update research plan and timeline after meeting, complete the meeting minutes
 - Submit updated and signed TAC status report form, updated timeline and any other documents to IRTG coordinator

- Second progress meeting **within the second year** of joining (AC)³
 - Fix a date for the progress meeting with your TAC team: __/__/____
 - Define required documents together with your TAC:

 - Prepare meeting by completing the TAC status report
 - Prepare the required documents, update your timeline
 - Prepare a short presentation to update your TAC on your progress
 - Update research plan and timeline after meeting, complete the meeting minutes
 - Submit updated and signed TAC status report form, updated timeline and any other documents to IRTG coordinator

- Third and last progress meeting **within the third year** of joining (AC)³
 - Fix a date for the progress meeting with your TAC team: __/__/____
 - Define required documents together with your TAC:

 - Prepare meeting by completing the TAC status report
 - Prepare the required documents, update your timeline, especially with regard to thesis writing
 - Prepare a short presentation to update your TAC on your progress
 - Update research plan and timeline after meeting, complete the meeting minutes
 - Submit updated and signed TAC status report form, updated timeline and any other documents to IRTG coordinator