**FGLM Thesis Committee Meeting Protocol**

**and Evaluation Form**

*This thesis committee meeting protocol and evaluation form has to be handed over after each (typically annual) thesis committee meeting to the secretary responsible for the FGLM administration. The form has to be completed and signed by the the PhD thesis supervisor and all the thesis committee members after the meeting. With her/his signature the PhD student acknowledges having taken note of the thesis committee’s evaluation and feedback.*

**Name of PhD student:**

**Department:**

**Project Title:**

**Thesis start date (dd/mm/yyyy):**

**Thesis committee meeting number (1,2,3, etc.) and date:**

**Thesis Committee members** (plus affiliation; indicate supervisor)

1. (supervisor)

2.

3.

**Meeting protocol & evaluation**

1. **General aspects regarding the thesis project(s), *e.g.:***

* are the aims well defined?
* are the approaches adequate (technically and scientifically)?
* etc.

1. **Current status of the project(s), *e.g.:***

* do the current /planned experiments address the main questions?
* do the results obtained corroborate or refute the initial hypothesis or the current working model?
* are the planned / future experiments feasible within the timeframe?
* has the candidate shown to be able to work independently and dilligently?
* etc.

1. **Was the meeting well prepared by the student (quality of report and presentation)? Were the questions answered satisfactorily?**
2. **Other comments, alternatives or suggestions, if applicable.**

**Date**:

**Signatures of the committee members:**

**1.**

**2.**

**3.**

The PhD student hereby acknowledges having taking note of this report:

**PhD student signature**: