

Protocol Annual Doctoral Committee Meeting

Date, Time, Place

Doctoral Candidate

Name, Date, Signature

Doctoral Committee**Doctoral Thesis Supervisor**

Title, Name, Date, Signature

Second Advisor (Chair of the Doctoral Committee)

Title, Name, Institute, Date, Signature

External Committee Member

Title, Name, Institution, Date, Signature

Further Committee Member (if applicable)

Title, Name, Institute or Institution, Date, Signature

Further Committee Member (if applicable)

Title, Name, Institute or Institution, Date, Signature

Current duration of the doctorate (years/months)

Start and planned end date of the doctorate

Did the doctoral candidate have the opportunity to speak to the doctoral committee without her or his thesis supervisor?

yes

no

Status and planned progress in the research project and any significant deviations from the research project described in the doctoral plan**Comments Doctoral Candidate**

Major variations/changes of the doctoral plan were discussed? yes no

If yes, please indicate changes in the project, problems, measures that have been taken to solve and improve the situation etc.

Comments Doctoral Committee

Progress in doctoral studies

Comments Doctoral Candidate

Comments Doctoral Committee

Please note:

- **The subject of the annual doctoral committee meetings is the status and planned progress in the research project, any significant deviations from the research project described in the doctoral plan and the progress in doctoral studies.**
- Doctoral candidates write an annual progress report in preparation for the annual doctoral committee meetings. The annual progress report is sent by the doctoral candidate to all doctoral committee members before the doctoral committee meeting.
- A copy of the signed protocol of the annual doctoral committee meeting is sent by the doctoral thesis supervisor to the second advisor for his or her information.
- **The doctoral thesis supervisor and the doctoral candidate are obliged to keep the signed document until dematriculation.**