# 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.**