

GLOMAR Thesis Committee Meetings

Supervision of the PhD project of the GLOMAR students is in the hand of a thesis committee. The purpose of this committee is to provide the PhD students with (a) more than one point of personal contact, (b) broad scientific and constant advice to keep them on track, and (c) sufficient cross checks to maintain a uniformly high level of quality in the PhD student's publications and dissertations.

The thesis committee consist of at least three scientists, i.e. the prime supervisor, a senior scientist from another working group or institution, a third scientist that could be the student's immediate research advisor (often junior scientists such as assistant or junior professors, and postdocs), and if suitable, additional (also external) scientists. **The members of the thesis committee are chosen by the PhD student.**

The thesis committee meetings should be held every six months. **Thesis committee meetings are organised and lead by the PhD student.** If possible, all thesis committee members should be present during the meetings.

Minutes of the thesis committee meetings must be submitted to the GLOMAR office (early-career@marum.de) within two weeks after each thesis committee meeting. The minutes must be signed by the PhD student and their supervisor. The minutes also serve the PhD student as a **tool for self- and time management.** Thus, they should be written with appropriate care.

Thesis Committee Meetings are often experienced by the PhD students as "reporting" or as "having to show off for the sake of the project leader".

As a PhD student please keep in mind that YOU are the one directing the meeting. We encourage you to ask all those questions that you have and to discuss your challenges.

Supervisors and advisors are encouraged to note that thesis committee meetings offer the chance for fruitful discussions with both, your scholar und your colleagues. They are also meant to facilitate the supervision.

The following 9 topics should be addressed in a GLOMAR thesis committee meeting. Minutes of the meetings must follow this listing.

Topic 1 – Definition of the scientific goals of the PhD project

An informal presentation and discussion of the planned PhD project, including

- What are the scientific goals to be met during the project?
- How can these be transferred into a publication strategy?
- How can these be transferred into a rough three-year time plan?

This topic is especially relevant for the very first TC meeting. Sometimes the focus of a PhD project may shift. In this case, the scientific goals should be re-discussed.

Topic 2 - Progress of the PhD project during the last six months

An informal presentation and discussion of the actual status of the PhD project, including

- What has been achieved?
- Which questions have been raised?
- Are there any challenges (problems)?
- Discussion of milestones
- Further time schedule for the next 6 months and for the remaining time of the PhD project

Topic 3: Achievement of goals in relation to the goals for the past six months as defined in the last thesis committee meeting

- Were there any drawbacks?
- If so, which measures have been or should be taken to bring the project back on track?

Topic 4: Definition of goals for the following six months

- What should be achieved within the next six months?
- What are the needs with regard to lab- time, contacts to external experts?

Topic 5: Research training programme

- Which knowledge and skills are needed to successfully work on the PhD project?
- Which knowledge and skills are needed to support the further career? Where and when is this kind of training offered?*
- Which trainings / courses have been taken? Please list.

Definition of the knowledge and skills needed may change over time. It is therefore important to discuss this topic during every thesis committee meeting again!

* any feedback regarding need for (GLOMAR) courses / trainings can be addressed to early-career@marum.de

The PhD student and the thesis committee are required to address the topic of **Good Scientific Practice** during the first and/or second thesis committee meeting. The committee should point out potential pitfalls to the PhD student. Furthermore, every PhD student is expected to participate in the 'Good Scientific Practice' course offered by MARUM/GLOMAR. Both, discussions and course participation, should be mentioned in the minutes.

Topic 6: International meetings

- Participation in conferences during the past six months
- Which upcoming conferences would be of interest (contribution)?

Topic 7: Research residence or placement in industry abroad

- Which institute/company can serve as a host institution?
- What research should be done?
- How to establish a contact

Topic 8: Future career

- What comes after the PhD?
- What kind of network do I need and how can I establish it?
- Are there any needs regarding the improvement of transferable skills?

Topic 9: Date for the next meeting

An approximate date (or even better: a fixed date) for the next thesis committee meeting should be agreed on with all thesis committee members.

The **minutes of the thesis committee meetings** must also contain the following information:

- Name of the PhD student
- No. of the meeting (e.g. "3rd Thesis Committee Meeting")
- Date of the meeting
- Members of the thesis committee and those who were present in the meeting must be clearly distinguished
- Signatures of both, the PhD student and the primary supervisor