# Minutes of the       meeting with the thesis committee

Please fill in whether it is the first, second or third meeting.

As basis for discussion during the meeting, a project outline (first meeting) and the interim report (second and third meeting, plain text or graphs / powerpoint presentation) have to be prepared by the student and have to be submitted to the thesis committee before the meeting.

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| **PhD student** |
| Name, first name:Department, clinic:E-mail: |                 |
|  |
| **Attending members of the thesis committee** |
| **Chair/Responsible Faculty Member**Name, first name:Department, clinic: |            |
| Name, first name:Department, clinic: |            |
| Name, first name:Department, clinic: |            |
| Name, first name:Department, clinic: |            |
|  |
| **Place, date and time** |
|       |
|  |
| **Project** |
| **Main research goals** |
|       |
| **Obtained results and comments** |
|       |
| **Specific goals and “milestones” for the next year** |
|       |
| **Explanation for major deviations from the original research plan (if applicable)** |
|       |
| **Complementary course work** |
| **How many of the min. 12 compulsory ECTS credits has the student obtained?** Please list. |
|      **Does the the committee approve the obtained credit points?**        (yes/no)**Does the committee recommend attending specific courses? If so, which?**       |
| **Discussion of a beforehand defined advanced topic** (from the second meeting on)This topic should be from the theoretical and methodical field of the thesis (established basic knowledge, e.g. 1-2 chapters of a textbook) |
|       |
| **Is this the last meeting before the defense?**       (yes/no)If yes, does the committee agree that the project has reached the stage where a thesis can be written and that the student has a sufficient knowledge of his/her field to successfully defend the thesis?       (yes/no)If yes, has the candidate passed Module BIO681 “Integrated knowledge in physiology” (previously called predoctoral exam)?       (yes/no)If yes, what is the approximate date of the defense?      If no, what does the thesis committee recommend?      Agreement regarding publication(s) (e.g. agreement on number of manuscripts to be submitted or published up to the PhD defense and authorship):       |
| **Teaching requirements for PhD students (Division of Biology, MNF)**All information/documents can be found here <http://www.biologie.uzh.ch/de/Studium/Doktorat.html>) |
| **To be answered at the first thesis meeting:** Has the form “Planning teaching activities” been handed in?       (yes/no) |
| **Remarks**      |
|  |
| **Date** | **Keeper of the minutes (Chair/Responsible Faculty Member)** |
|       |       |

The protocol serves as a basis for the next meeting with the thesis committee.

Please upload this form onto DissGo.

Additionally, upload the research proposal (first meeting) or the interim report (second and third meeting, one A4 page is sufficient) onto DissGo.