

Recommendations how a PAC-Meeting should look like

The PAC Meeting should take place 6, 18 and 30 months after thesis start. Dates are noted in the students' progress form. Date and room will be organized by the student (including check of beamer, pointer, etc. before the meeting). He/she also brings the feedback form which should be filled out at the end of the meeting by the PAC members and the student. The results are reported to the MPGS coordinator by means of this form which can be found here: <http://www.mpic.de/imprs/downloads.html>

ALL PAC-members should attend the meetings!

The Meeting starts with a 30 min talk, which can also be opened to a wider audience (e.g. working group, department, cooperation partners) and has the following agenda:

- results since thesis start/last meeting
- were there any problems?
- upcoming experiments/campaigns
- outlook incl. timetable
- planned publications
- overview of attended lectures, courses, conferences & research schools

The presentation shall be followed by an open discussion of all relevant agenda items.

After the discussion, the public and the candidate should leave the room for a short internal discussion among the PAC members, followed by a short final exchange/discussion with the candidate.

Especially in the first meeting:

*Did the project start successful and can it be expected that a PhD will be obtained?
Otherwise the project should probably be discontinued.*

It is advisable to combine the 3rd meeting with an oral presentation e.g. in the WIP-, Institutes- or doctoral seminar.

The proposed guideline above is according to the PhD defense and therefore serves for practice purposes.