

## **The TAC Report - some ideas how it could look like**

*These pages shall just be a help for those who feel insecure what is expected in a TAC report. Depending on your work, variations in the structure and the length of each part or skipping or adding a part can be reasonable.*

The report has to be written in English; 4-5 pages of text

### **Title page**

- 1<sup>st</sup> /2<sup>nd</sup> Year's TAC Report
- Your name
- (Preliminary) Title of your PhD Thesis
- Members of your Thesis Advisory Committee (TAC)
- Date of submission of the report

### **Table of Contents**

#### **Time line of your PhD thesis (Table?)**

- start date and important milestones (not more than 10) of your work
- participation in campaigns, workshops and conferences, summer schools, PCGS days, soft-skill courses, language courses, teaching at university
- publications

In a 2<sup>nd</sup> year's report, please do not repeat anymore milestones from the first year, if not highly relevant for the content of the report.

### **Introduction / Overview**

Briefly explain what your PhD thesis is about, why you do this work and why it is important

Give a brief overview what has been done in science in your field of research and put your work in this context.

### **Methods**

Explain the methods you are using in your research. This can be an instrumental setup, a model approach or the description of a certain technology. You can certainly divide this part by sub-headings and give a bit more details about the progress you achieved.

### **Results / Data**

Present the results and data if you have any. Reduce it to the major findings, organize it in tables and graphs/diagrams.

Think about uncertainties and make points/numbers in graphs/on the axis big enough!

## **Interpretation / Discussion**

Describe what your results tell you and how it fits with the expectations and the literature.

*Results and Interpretation/Discussion can be merged if this is reasonable*

## **Summary / Conclusions**

Summarize very briefly what your main findings are and conclude what you can learn from it

## **Outlook (text or table)**

Give an outlook / a time line what you are planning in the coming year and why you regard it as necessary.

## **References**

If applicable and reasonable references should be listed at the end.

## **General recommendation:**

- *Make sure that your TAC members understand, what you have been doing*
- *Clearly differentiate between your contribution and the work which has been carried out by other (e.g. group work during a field campaign).*
- *Idea of the TAC report is to allow your TAC members to estimate, if your progress is sufficient in order to finish your PhD project after three years.*
- *Try to aim at a total length of the report of about 4 and not more than 5 pages (text: single spacing, Times, 12pt) for the description of your research work*
- *Figures, pictures and tables help to a better understanding*