**Report Form for Feedback Session**

No later than four semesters after joining the TUM-GS, a so-called " Feedback Session " takes place between the supervisor and doctoral candidate (Statute TUM-GS § 16 (8)). This must be documented in writing using this report form and a short report. In the Feedback Session, the participants discuss the progress of the doctoral project and the next steps. The documentation of the Feedback Session includes

1. Proof of the requirements for Feedback Session,
2. An overview of the achievements in the qualification program and the further agreements regarding the requirements of the Graduate School and
3. A brief report on the content, procedure, and outcome of the Feedback Session

# Requirements for Feedback Session (TUM-GS statute § 16, 8)

 a. Presentation open to the university's public

 b. midterm evaluation report by the doctoral candidate regarding the progress of the dissertation project

 c. consultation with the mentor

 d. If needed, an updated supervision agreement

## presentation open to the public of the university

(may be replaced by an oral presentation at a scientific conference)

To be/ was held on: Klicken Sie hier, um Text einzugeben.

 Title of the presentation: Klicken Sie hier, um Text einzugeben.

 Place/ Occasion: Klicken Sie hier, um Text einzugeben.

## midterm evaluation report by the doctoral candidate regarding the progress of the dissertation project (may be replaced by a scientific article submitted for publication, should this reflect the main results)

 [ ]  midterm evaluation report is attached

 [ ]  midterm evaluation is replaced by a publication; a copy is included

## Consultation with mentor

 Consultation between mentor and doctoral candidate took place on:

|  |  |  |
| --- | --- | --- |
| Klicken Sie hier, um Text einzugeben. Place, on | Klicken Sie hier, um Text einzugeben. Date | Klicken Sie hier, um Text einzugeben. Mentor |

## Updated supervision agreement

 [ ]  An updated supervision agreement is included

 [ ]  The supervision agreement is still up-to-date and has consequently not been updated

# Achievements rendered to date

## Active integration into the academic environment of the TUM

 [ ]  As a research assistant (“Wissenschaftliche:r Mitarbeiter:in) with at least 0.25 position for a total of at least two years

 [ ]  Self-report of activities, signed by supervisor and uploaded on docgs

 [ ]  The following additions/amendments have been made

 Klicken Sie hier, um Text einzugeben.

## Participation in the qualification program

The qualification program consists of transferable skills training (optional) and a subject-related program and must be completed as part of the doctorate. For the transferable skills program, at least participation in the kick-off seminar is required. The idea of the kick-off seminar requires early participation; therefore, it should have taken place before the feedback session; please justify any deviations.

For the subject-related program, at least 70 hours, 10 participations in the colloquium for doctoral candidates, and a presentation in this colloquium are required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Kick-Off:** | [ ]  | participated |  |
|  | [ ]  | not yet taken part, planned for: [**provide justification**] | Klicken Sie hier, um Text einzugeben. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject related qualification** |  | Scope of hours of participation | Klicken Sie hier, um Text einzugeben. |
| **Colloquium** |  | Number of participations | Klicken Sie hier, um Text einzugeben. |
| **.** |  |  |  |
| **Presentation in Colloquium** | [ ]  | held on: | Klicken Sie hier, um Text einzugeben. |
|  | [ ]  | planned for: | Klicken Sie hier, um Text einzugeben. |

## Discussion of the research project in the international scientific community (TUM-GS § 16 (9))

Publication in an international journal (peer-reviewed, main authorship):

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | planned | for | Klicken Sie hier, um Text einzugeben. |
| [ ]  | published |  | Klicken Sie hier, um Text einzugeben. |

Präsentation / Poster auf internationaler Tagung

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | planned | for | Klicken Sie hier, um Text einzugeben. |
| [ ]  | achieved |  | Klicken Sie hier, um Text einzugeben. |

comparable achievements (approval required)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | planned | for | Klicken Sie hier, um Text einzugeben. |
| [ ]  | achieved |  | Klicken Sie hier, um Text einzugeben. |

## steps taken for internationalization

 [ ]  An overview of the steps and claimed funds for internationalization is attached

 [ ]  Not yet taken, presently no steps are planned

 [ ]  The following (further) steps are specifically intended

|  |  |  |
| --- | --- | --- |
| **Date/ Duration**Klicken Sie hier, um Text einzugeben.Klicken Sie hier, um Text einzugeben.Klicken Sie hier, um Text einzugeben. | **Place**Klicken Sie hier, um Text einzugeben.Klicken Sie hier, um Text einzugeben.Klicken Sie hier, um Text einzugeben. | **Purpose**Klicken Sie hier, um Text einzugeben.Klicken Sie hier, um Text einzugeben.Klicken Sie hier, um Text einzugeben. |

# Results of the Feedback Session

 *A short report (1-2 pages) on the content, process, and outcome of the Feedback Session must be prepared and uploaded to docgs as " Upload of further certificates " under the "Feedback Session" tab*

|  |
| --- |
| **The Feedback Session between the supervisor and the doctoral candidate took place based upon the basic principles stated above; written documentation is included. It is** [ ]  **recommended.**[ ]  **NOT recommended****by the supervisor that the work is continued based on the measures discussed.**We hereby confirm the correctness of this information.  |
| Klicken Sie hier, um Text einzugeben. | , den | Klicken Sie hier, um Text einzugeben. |  | Klicken Sie hier, um Text einzugeben. |
| Ort |  | Datum |  | Betreuer/ Betreuerin |
|  |  |  |  |  |
| Klicken Sie hier, um Text einzugeben. | , den | Klicken Sie hier, um Text einzugeben. |  | Klicken Sie hier, um Text einzugeben. |
| Ort |  | Datum |  | Promovierende/ Promovierender |