

## Guidelines for the feedback session

### Preparation:

- Plan at least 60 minutes for the feedback session, point this out to your supervisor as well!
- Discuss the form of your midterm evaluation report in advance with your supervisor, send this midterm evaluation report to your supervisor in ample time before the feedback session
- Inform your supervisor in advance on the possible content of your feedback session, discuss this with him/her if necessary.
- Arrange a discussion with your mentor.
- If necessary, check how you have been integrated into the academic environment of TUM. If needed, create a short report on the activities carried out.
- Check to see to what extent you have participated in events of the TUM-GS, as well as the FGZ (or events in which you have participated that are recognized as subject-specific qualification).
- Check to see to what extent you have taken measures toward internationalization or consider what measures you are planning.
- Create a short self-evaluation report on the activities and measures that you have performed for "integration into the academic environment of TUM" if necessary.

### Suggestions for the feedback session:

- (1) Follow the report form. Focus on the supervision agreement:
- (2) Analysis of the exposé
  - What steps or targets were intended, where do you stand today? What difficulties are encountered?
  - What steps or targets are needed for the rest of the way?
  - How did your supervisor experience your dealing with difficulties, what suggestions can he/she give you (where are you as a "person"? And how will you get there?)
- (3) Joint analysis of supervision agreement, if necessary to be appended
  - How successful was the integration into the academic environment and what should happen here in the future?
  - How have you progressed in the subject-specific qualification and transferable skills training, what is to follow in the future?
  - How can you develop the phase of "internationalization"?
  - How do you plan the discussion of the research project in the international scientific community (and now concretely!)?
- (4) Carry out at least a point-for point log.

### Documentation of the results:

- (1) Fill out the "feedback session report form" together, which is then to be signed by both of you.
- (2) Based on your protocol, fill out the (contents) results of the feedback session on 1-2 pages in writing as a "short report feedback of the conversation".
- (3) Send the log, if necessary, for confirmation by the supervisor.

### Upload to DocGS

- (1) Create a new entry under "TUM-GS qualification elements"/"feedback session".
- (2) Upload the following documents:
  - a. If necessary, update the supervision agreement
  - b. under "report for feedback session"
  - c. under "further certificates":
    - i. Midterm evaluation report, significant article if necessary
    - ii. Brief report of feedback session

- (3) Integration of academic environment (if necessary!):
- a. Create a new DocGS entry under " TUM-GS training program/ Active participation in the scientific environment of the TUM ".
  - b. Upload the self-evaluation report on your integration into the academic environment at TUM with signature of supervisor.