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.