

# Helmholtz Research School on Earth System Science



## **GUIDELINES FOR THE PHD COMMITTEE MEETING**

Supervision of the PhD project will be in the hand of a thesis committee. Members of the PhD committee are the prime supervisor (doctor father or mother) and a senior scientist from another research field of the Research School and if possible from one of the collaborating partner institutes. A third scientist could be the student's immediate research advisor (often junior scientists such as assistant or junior professors, and postdocs). The PhD student should be encouraged to add further persons to her/his committee if necessary or desirable (e.g., another PhD student). The project leader as well as the PhD students may suggest members of the thesis committee. Additional support can be provided by the graduate dean. If possible, the thesis committee members should be elected with regard to gender equality. Please note, that in general ESSReS can not provide travel costs for the external scientists.

The thesis committee meetings, aiming at a continuous mutual evaluation, take place at least twice yearly to discuss efforts and monitor the development of the thesis. The first meeting and initiation of the committee should take place no later than six months after the start of the PhD project. Advisor and PhD-student write a short outline (1 page at most) including title, aim and work plan, to arrange a guideline for the 3-years PhD work.

The following topics should help to structure the committee meeting:

### **1) Progress of the PhD project during the last six months**

An informal presentation and discussion of the actual status of the PhD project (incl.: what has been achieved (especially in relation to the goals for the past six months set as have been defined during the last thesis committee meeting); what question have been arisen; discussion of milestones; time schedule)

### **2) Definition of goals for the following six months**

What are the needs with regard to lab- time, contacts to external experts?

What should be achieved within the next six months?

**3) Research training program**

Are there any needs for further training, besides the ESSReS courses?

**4) International meetings, workshops summer/winter schools**

Participation in conferences during the past six months (short report, benefits)?

Which upcoming meetings would be of interest (contribution? poster/ oral presentation)?

**5) Proposals**

Are there any needs to apply for ESSReS/external funding (travel, student support)?

**6) Research residence abroad (2<sup>nd</sup> year)**

Which institute can serve as a host institution?

What research should be done?

Who to establish contact (time schedule)?

Where to apply for travel funding (e.g., DAAD)?

Short report about research results if already done:

**7) Career-planning (3<sup>rd</sup> year)**

What comes after the PhD?

What are the soft-skill and language training needs?

*Please send the minutes of the thesis committee meetings signed by the supervisor within two weeks after the committee meeting to the ESSReS office ([office@earth-system-science.org](mailto:office@earth-system-science.org)).*

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