



**TAC REPORT AND REVIEW FORM**

Within 2 days after the TAC meeting file a copy of your written Project Proposal and the completed TAC Report and Review form with the PhD office INF360, Room 112.

TO: **The COS PhD Office** DATE of TAC: \_\_\_\_\_

FROM: \_\_\_\_\_  
Name of PhD student Signature of PhD student

Starting date of PhD: \_\_\_\_\_

Primary supervisor (Chair of TAC): \_\_\_\_\_

Second TAC member: \_\_\_\_\_

Third TAC member: \_\_\_\_\_

Additional Members (if applicable): \_\_\_\_\_

Date of meeting (dd/mm/yyyy): \_\_\_\_\_

**The annual TAC meeting:**

The TAC meets with the student on a yearly basis, to monitor the student’s progress. This meeting also allows any problems, scientific or other, to be aired and discussed, as appropriate. The protocol described below is aimed at encouraging students and supervisors to share any concerns with the TAC, which constitutes the first line of recourse for both the student and the supervisor, in the event of problems between the student and the supervisor.

**Standard HBIGS TAC meeting protocol:**

The student should provide the TAC members with a written summary of the research project, at least one week in advance of the meeting. This should include: the scientific context, the aims, results, conclusions and perspectives of the project.

During the TAC meeting, the student makes an oral presentation (about 20 min) of the research project, during which specific scientific problems can be addressed.

Following the oral presentation and discussion, the TAC members should meet alone with the primary supervisor and with the student. Therefore the TAC should:

- (1) invite the student to step out of the room momentarily
- (2) invite the primary supervisor to step out of the room momentarily

The TAC then should deliberate alone, to discuss and summarize their views and to formulate recommendations. For this reason, the TAC should:

- (3) invite both the student and primary supervisor to step out.

The quality of the written summary, the oral presentation and the discussion should be evaluated. Critiques should be provided and suggestions for improvements specified. There should be a specific recommendation regarding the suitability of the proposed project as a “PhD thesis project”. Comments on the development of the student’s abilities are appropriate. The proposed future plans should be evaluated and recommendations concerning priorities should be made. There should be a specific statement as to whether or not the student’s progress is adequate and the assessment was considered to be satisfactory by the members of TAC.

**Please note: Following the 3rd Progress Report and Review, the TAC should make specific recommendations regarding the work to be completed before the thesis can be written.**



**Assessment, comments and recommendations by the Thesis Advisory Committee:**

*(To be completed by the chair of TAC, signed by all TAC members)*

**1. Quality of the progress report** (please check appropriate field; A=Very Good, B=Good, C=Satisfactory, D=Sufficient, E=Inadequate)

A	B	C	D	E
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Comment:

**2. Quality of the oral presentation and the scientific discussion**

A	B	C	D	E
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Comment:

**3. Quality of future plans**

A	B	C	D	E
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Comment:



**4. Overall impression.** Is the student's progress adequate?\* - Recommendations, concerns etc.

A	B	C	D	E
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\* If not, please make a plan to reconvene the TAC within the next few months, to further assess the situation.

Please indicate the projected date of this TAC meeting: \_\_\_\_\_

**5. Specific recommendations by TAC regarding prospective publications and career perspectives of PhD student:**

**Signatures:**

**Primary supervisor:** \_\_\_\_\_

**2<sup>nd</sup> TAC member:** \_\_\_\_\_

**3<sup>rd</sup> TAC member:** \_\_\_\_\_

**4<sup>th</sup> TAC member:** \_\_\_\_\_



**CONFIDENTIALITY AGREEMENT (optional)**

This AGREEMENT governs the disclosure of information by and between

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

as of \_\_\_\_\_(Date of TAC meeting; dd/mm/yyyy)

**1. Definition of Confidential Information**

As used herein, "Confidential Information" shall mean any and all technical and non-technical information provided by either party to the other, including but not limited to (a) patent(s) and patent applications, (b) trade secret, and (c) copyrighted information (d) proprietary information-- ideas, techniques, sketches, drawings, works of authorship, models, inventions, know-how, processes, apparatuses, equipment, algorithms, software programs, software source documents, and formulae related to the current, future, and proposed products and services of each of the parties, and including, without limitation, their respective information concerning research, experimental work, development, design details and specifications, engineering, financial information, procurement requirements, purchasing, manufacturing, customer lists, investors, employees, business and contractual relationships, business forecasts, sales and merchandising, marketing plans and information the disclosing party provides regarding third parties.

**2. Identification Of Confidential Information**

If the Confidential Information is embodied in tangible material (including without limitation, software, hardware, drawings, graphs, charts, disks, tapes, prototypes and samples), it shall be labeled as "Confidential" or bear a similar legend. If the Confidential Information is disclosed orally or visually, it shall be identified as such at the time of disclosure.

**3. Exceptions To Confidential Information**

Each party's obligations under this Agreement with respect to any portion of the other party's Confidential Information shall terminate when the party to whom Confidential Information was disclosed (the "Recipient") can document that: (a) it was in the public domain at the time it was communicated to the Recipient by the other party; (b) it entered the public domain subsequent to the time it was communicated to the Recipient by the other party through no fault of the Recipient; (c) it was in the Recipient's possession free of any obligation of confidence at the time it was communicated to the Recipient by the other party; (d) it was rightfully communicated to the Recipient free of any obligation of confidence subsequent to the time it was communicated to the Recipient by the other party; (e) it was developed by employees or agents of the Recipient independently of and without reference to any information communicated to the Recipient by the other party.

**4. Handling Of Confidential Information**

Each party agrees that at all times and notwithstanding any termination or expiration of this Agreement it will hold in strict confidence and not disclose to any third party Confidential Information of the other, except as approved in writing by the other party to this Agreement, and will use the Confidential Information for no purpose with the other party to this Agreement. Each party shall only permit access to Confidential Information of the other party to those of its employees or authorized representatives having a need to know and who have signed confidentiality agreements or are otherwise bound by confidentiality obligations at least as restrictive as those contained herein.

**5. Confidentiality Agreement Term And Termination**

This Agreement shall terminate two (2) year(s) after the Effective Date. The Recipient's obligations under this Agreement shall survive termination of the Agreement between the parties and shall be binding upon the Recipient's heirs, successors and assigns for a period of five (5) years. Upon written request of the other party, a party shall promptly return to the other all documents and other tangible materials representing the other's Confidential Information and all copies thereof.

The parties hereto have caused this Confidentiality Agreement to be executed as of the Effective Date.

By: \_\_\_\_\_ By: \_\_\_\_\_ By: \_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_ By: \_\_\_\_\_