

Student guidelines for PhD Committee Meetings

The PhD committee meeting is an opportunity for PhD students to receive scientific and personal support from an expert committee. Annual meetings with the PhD committee are mandatory and are set up to help students improve their work and projects. Students are thus encouraged to try to benefit from these events as much as possible.

In the following, we present some guidelines that can help PhD students to have successful and productive committee meetings.

For the Biozentrum PhD Program Guidelines please visit:

<http://www.biozentrum.unibas.ch/phd/PhDGuidelines.pdf>

- **Report** (has to be sent to the committee members ahead of time)

It should not be very long. Make sure it contains a concise introduction to your project, a summary of the most important results of the past year, and an outline of future plans. It should give the committee members an overview of the current status of your project(s) and a proposal for how you plan their continuation.

- **Discussion with the committee members without the PI**

This part gives you the opportunity to talk to your committee members alone and discuss potential scientific or non-scientific problems and conflicts. In case of major problems, students are advised to contact and inform committee members well ahead of time.

- **Presentation**

There are no strict guidelines for the length and form of the presentation, so take your time to present all your data. Make sure you include your future plans – that's where the committee can most effectively help you to plan experiments for the next year.

- **Discussion with all the committee members**

The discussion during and after the presentation is the main purpose of the meeting. This is your opportunity to engage in fruitful and productive discussions with your committee.

- **Discussion of the committee members without the student**

In some particular cases, your committee may decide to have a short final discussion in your absence.

- **Summary protocol**

A short summary of the meeting is written by the Chair of the committee and signed by all the committee members. The summary should contain the main conclusions reached by committee and student with respect to future experimental plans and the overall direction of the project.

All committee members and the student receive a copy of the signed report. The student makes sure that a signed copy is deposited for the records at the office of the PhD program assistant.

If one of your committee members is a scientist from outside of Basel, it is advised to make you and others benefit from his/her visit.

- Invite outside committee members to give a research seminar during their stay at the Biozentrum. Since this might not only be of interest for people in your lab, make sure the event is properly advertized.
- Invite outside speakers of your committee for lunch or dinner. Not only is this a nice gesture, but such a social event provides further opportunities for scientific and/or personal discussions.