Checklist

Please:
*Return TO form to the GSN office **within two weeks** after your TAC meeting*
Upload your file to <ins>https://cloud.bio.lmu.de/index.php/s/wXcPFT5AbYi6djj</ins>
*only if **all** boxes are checked**!***

☐ Page 5 signed   ☐ by you

☐ by all TAC members

☐ Pages 2-4 need to be signed by 1st supervisor

☐ Most recent Grade Report (signed by 1st supervisor), attached
Does not apply, if 1st TAC meeting
Recommended: include the grade report in your TAC presentation

☐ TAC presentation, attached

☐ A confirmation/certificate for each activity listed on page 4, attached

☐ File Name: lastname_TO_date.pdf" (e.g., Mustermann_TO_03.12.2023.pdf)

Please note:
TO form should be filled in during the TAC meeting to ensure that content reflects all points discussed in TAC meeting.
The TO form serves as a guide for the discussion with your TAC.

Is this your **1st TAC meeting**?

Yes ☐   No ☐

If yes, please note:

- Submit your TO form by March 31st

If you request an **acknowledgement of ECTS credits**, please note:

- List in TO form <ins>all</ins> events (incl. PhD project modules) which you have started and/or completed prior to 1st official PhD semester
ECTS credits cannot be awarded for events (started/completed before 1st PhD semester) if 1st TO form (incl. request for acknowledgement) is not submitted by March 31st!

Is this your **last TAC meeting?**

Yes ☐   No ☐

If yes, please note:

- Thesis can only be submitted if TAC agrees on that (see page 2)
"ECTS requirements complete": not mandatory to submit thesis, but <ins>compulsory</ins> to defend PhD!

If you have any questions, please do not hesitate contact the GSN examination office (my.gsn@lmu.de)

GSN-LMU Training Objectives (Zielvereinbarung)

GSN Student's name: _____
Last name, first name

Year of entry: _____
Please enter the year you officially entered the GSN

Date of TAC meeting: _____
City, Date (dd/mm/yyyy)

Next meeting due: _____
(dd/mm/yyyy)
==**Yearly meetings obligatory!**==

Thesis Project: _____
Working Title

Planned Thesis Submission: _____ _____
Month/year

Thesis ready for writing/submission: ☐ Yes ☐ No

Thesis style: ☐Cumulative ☐Cumulative style ☐Monograph

Research Area: _____
Cell. & Sys. NSci / Mol. & Dev. NSci / Biomed. NSci / Beh. & Cog. NSci / Neurophil. / Theor. NSci & Tech Apps

GSN-LMU Training Accomplishments and Objectives

(1) Were training objectives met?

Yes ☐   Partially ☐   No ☐

Please elaborate on reasons.

==If this is the first TAC meeting, please shortly describe the PhD project.==

Signature – 1st Supervisor _____

2

Please note:
- *The final ECTS credits awarded for each event are subject to approval by the GSN examination office*
- ***1 ECTS = 30h of confirmed workload***

(2) PhD project modules (to be obtained: 150 ECTS)

PhD project modules: suggested semester & ECTS	Semester completed Please indicate which SS/WS	ECTS completed	Acknowledgement requested?
Example: P5.1 PhD-Project 1: 1. semester, 18 ECTS	SS 2022	18	Yes
Example: P5.2 PhD-Project 2: 2. semester, 24 ECTS	WS 22/23	24	N.A.
P5.1 PhD-Project 1: 1. semester, 18 ECTS			
P5.2 PhD-Project 2: 2. semester, 24 ECTS			
P6.1 PhD-Project 3: 3. semester, 24 ECTS			
P6.2 PhD-Project 4: 4. semester, 24 ECTS			
P7.1 PhD-Project 5: 5. semester, 30 ECTS			
P7.2 PhD Dissertation: 6. Semester, 20 ECTS			
P7.3 PhD Disputation: 6. Semester, 10 ECTS			

(3) Will the student be able to finish the PhD within the regular study time (6 semesters)?

Yes ☐   No ☐

Please note: extensions for 7th & 8th semesters will be done automatically by the GSN office

Further extensions must be approved by the GSN Doctoral Commission. Please see the relevant study regulations and use the following form to request a further extension beyond the 8th semester: https://cloud.bio.lmu.de/index.php/s/MfAJifS3Q6WDN88

(4) Define training objectives to be met until next TAC meeting/thesis submission:

(5) Planned or completed publications by the student (if applicable).

Student is 1st author /co-author	Short title of manuscript/publication	Manuscript status (e.g., in preparation, in revision)	DOI

Signature – 1st Supervisor _____

(6) Modules: Hard Skills, Soft Skills & Conferences/Retreats (to be obtained: 30 ECTS)

List each course or activity for which ECTS are being requested.

Note: Documentation from the event organizer for all non-LMU courses and all conferences / retreats / workshops must be submitted to the GSN in order for ECTS to be awarded!

Module	Title of event (course, conference, etc.)	Semester completed: Date	Requested ECTS	*Acknow-ledgement requested?
Example: P1.3	GSN: Good Scientific Practice	SS 2022: 06.04.-07.04.2022	1 ECTS	Yes
Example: P1.2	European Virtual Glial Meeting 2022	WS 21/22: 11.11.-14.11.2022	1 ECTS	N.A.

*Requests for acknowledgment of courses taken prior to enrollment in the GSN must be handed in to the GSN office by the last day of the 1st semester of enrollment (March 31st)

(7) Planned Hard Skills, Soft Skill Courses, Retreats & Conferences:

Course type (e.g., hard skills, retreat)	Title of the planned training event	Semester/date of the planned training event

Signature – 1st Supervisor _____

(8) Personal <mark>career suggestions</mark> (if applicable) & additional comments

(9) Signatures

The signatures below confirm

1) that the student and the supervisors mutually accept the described suggestions to be valid until the next scheduled meeting or for a period of 12 months following the signature date.
2) The TAC approves the required ECTS points completed in conjunction with the PhD project

Place, date, <mark>student's signature</mark>: _____

<mark>Supervisors' signatures</mark>

_____	_____	_____	_____
(Name, First name)	(Name, First name)	(Name, First name)	(Name, First name)
1st Supervisor	2nd Supervisor	3rd Supervisor	Additional Supervisor(s)

_____	_____	_____	_____
signature	signature	signature	signature
1st Supervisor	2nd Supervisor	3rd Supervisor	Additional Supervisor(s)

Approved by _____

<div align="right">Head of the Examination Board GSN-LMU</div>