

## Checklist

*Please:*

*Return TO form to the GSN office **within two weeks** after your TAC meeting*  
*Upload your file to <https://cloud.bio.lmu.de/index.php/s/q6DpaJC9dd2tWPL>*  
*only if **all** boxes are checked!*

- ☐ Page 5 signed      ☐ by you  
                                 ☐ by all TAC members
- ☐ Pages 2-4 need to be signed by 1<sup>st</sup> supervisor
- ☐ Most recent Grade Report (signed by 1<sup>st</sup> supervisor), attached  
*Does not apply, if 1<sup>st</sup> 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 **1<sup>st</sup> 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 all events (incl. PhD project modules) which you have started and/or completed prior to 1<sup>st</sup> official PhD semester  
*ECTS credits cannot be awarded for events (started/completed before 1<sup>st</sup> PhD semester) if 1<sup>st</sup> 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 compulsory 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 – 1<sup>st</sup> Supervisor** \_\_\_\_\_

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:<br>suggested semester & ECTS | <b>Semester<br/>completed</b><br>Please indicate which<br>SS/WS | <b>ECTS<br/>completed</b> | Acknowledgement<br>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 7<sup>th</sup> & 8<sup>th</sup> 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 8<sup>th</sup> 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 1 <sup>st</sup><br>author /co-author | Short title of<br>manuscript/publication | Manuscript status (e.g., in<br>preparation, in revision) | DOI |
|---|--|--|-----|
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Signature – 1<sup>st</sup> 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:<br>Date | Requested ECTS | *Acknowledgement 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.                        |
|               |   |                             |                |                             |
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**\*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 1<sup>st</sup> semester of enrollment (March 31<sup>st</sup>)**

**(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 |
|--|-------------------------------------|---|
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Signature – 1<sup>st</sup> Supervisor \_\_\_\_\_

## (8) Personal **career suggestions** (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, **student's signature**:

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### **Supervisors' signatures**

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(Name, First name)  
1<sup>st</sup> Supervisor

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(Name, First name)  
2<sup>nd</sup> Supervisor

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(Name, First name)  
3<sup>rd</sup> Supervisor

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(Name, First name)  
Additional Supervisor(s)

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signature  
1<sup>st</sup> Supervisor

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signature  
2<sup>nd</sup> Supervisor

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signature  
3<sup>rd</sup> Supervisor

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signature  
Additional Supervisor(s)

**Approved by**

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Head of the Examination Board GSN-LMU