

**Pilot version** for Spring 2025.

Feel free to share your feedback at [phdcoordinator@ceitec.muni.cz](mailto:phdcoordinator@ceitec.muni.cz).

## TAC ASSESSMENT REPORT

**Meeting # ....** (to be held in the semesters: 9<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup>, etc.)

*To be completed by PhD candidate*

**Date:** Click or tap here to enter text.

**PhD candidate's name:** Click or tap here to enter text.

**Semester number:** Click or tap here to enter text.

**PhD Programme:** Click or tap here to enter text.

**Supervisor:** Click or tap here to enter text.

**Project Title:** Click or tap here to enter text.

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*To be completed by the Chairperson of the TAC meeting*

### Section 1. Assessment of the progress and plans

The following criteria should be assessed:

**1.1. Status of the project**

Click or tap here to enter text.

**1.2. Progress made**

Click or tap here to enter text.

**1.3. Goals for the period until completion of study/the coming year (in case more time is needed for completion of study)**

Click or tap here to enter text.

**1.4. Internship (if not assessed during previous TAC meeting)**

Click or tap here to enter text.

**1.5. Tentative date for defence (year, month)**

Click or tap here to enter text.

**1.6. Career plans**

Click or tap here to enter text.

## Section 2. Assessment of the student-supervisor relationship

During the discussion between the PhD candidate and the TAC without the supervisor, and subsequently during the discussion among the entire TAC without the PhD candidate, the following topics should be addressed while maintaining discretion:

- 2.1. Meeting frequency** (sufficient x insufficient)
- 2.2. Communication** (clear, timely, concise x delayed, incomplete)
- 2.3. Professional development support** (encouragement for training in soft, transferable, and hard skills)
- 2.4. Independence and guidance** (balanced x unbalanced)
- 2.5. Suggestions for improvement of the student/supervisor relationship**

Please confirm whether these topics were discussed: Choose an item.

Please indicate whether any issues required reporting in the confidential part:

Choose an item.

*Note: Do not enter any written comments in Section 2. This section is meant for discussion and to provide potential suggestions for both the PhD candidate and the supervisor. Should any issues arise that require reporting (for example, if the problem is more complex or the PhD candidate requests that it is reported), please use the confidential part of the report on the following page.*

## Section 3. (optional) Other issues, comments:

Click or tap here to enter text.

## Signatures

	Name	Signature
<b>PhD Candidate</b>		
<b>TAC Chairperson</b>		
<b>TAC Member (supervisor)</b>		
<b>TAC Member</b>		not needed

*Note: Add lines if the committee has more than 3 members.  
Signatures needed from: PhD candidate, Chairperson, Supervisor.*



*To be **completed separately from the TAC Assessment Report** by the TAC Chairperson **only if there are issues to report from Section 2**. The confidential part of the report is submitted by the TAC Chairperson to [phdcoordinator@ceitec.muni.cz](mailto:phdcoordinator@ceitec.muni.cz) and will then be forwarded to the Chair of the Doctoral Board of the relevant PhD programme.*

## **The confidential part of the TAC Assessment Report**

Report any issues raised during the discussion regarding the student-supervisor relationship. Include any suggestions or recommendations for solutions or improvements that were proposed.

Click or tap here to enter text.