

Institute of Experimental Immunology		
17.3.15 Burkhard Becher, Melanie Greter	<b>Standard Operating Procedure</b> <b>PhD Thesis Committee</b>	Pages 1/1

The principal idea behind the PhD Thesis Committee Meeting is that you get scientific input into your project by PI's other than your own supervisor.

It is critical that you have your first PhD Meeting within the first year of your PhD and when your aims can be already based on preliminary data.

In order to make this efficient and to focus on the core of your project, please follow these guidelines:

- Scheduling of your PhD Committee meeting is your responsibility
  - Check with your PI first and then start a doodle
  - As you assemble your slides, make sure that you have an introduction conducive to bring all other PI's on board of your project.
  - State your hypothesis and specific aims clearly
  - State your methods clearly
  - If your experiments worked great, keep those short, focus on the failures.
  - Your outlook and future directions is perhaps the most critical part where you should ask for input
  - You should have no more than 20 slides and you should aim for less than 20 minutes for yourself to speak to allow sufficient space for discussions and suggestions
  - The entire meeting should be aimed to last 1h only
  - It is imperative that immediately after the meeting you write a summary of the suggestions you received and that you circulate it between the committee members.
- Don't procrastinate as you may forget valuable insights