**Thesis Advisory Committee (TAC) Flowchart (12 Nov 2015)**

**START**

**NEW STUDENTS**

Discuss with supervisor and nominate **2 TAC members** (at least 1 DBS full time staff)

The student should arrange **one TAC meeting** in his/her 3rd semester before the QE oral.

The student should submit the research progress report to the TAC members **at least 1 week** before the meeting.

During a TAC meeting*, the student will give a brief oral presentation that emphasizes points which they want feedback.

The student submits a hardcopy of the TAC report (completed and endorsed by all TAC members) to Laurence or Priscilla.

Does the TAC recommend Submission of Thesis?

**YES**

No more TAC meetings required.

**NO**

**4th semester** – Arrange QE oral.

*The meeting will review progress, problems, and timeline to completion of the project.*

**After QE oral**

After QE, student must complete 4 TAC meetings before thesis submission (COMPULSORY!).

The student should submit the research progress report to the TAC members **at least 1 week** before the meeting.

Note: a completed Progress Report must be uploaded online in the following semester’s submission deadline.

During a TAC meeting*, the student will give a brief oral presentation that emphasizes points which they want feedback.

The student submits a hardcopy of the TAC report (completed and endorsed by all TAC members) to Laurence or Priscilla.

*The meeting will review progress, problems, and timeline to completion of the project.*

**THE END**