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 **1st year of study**.

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 Jacqueline or Priscilla.

After QE oral

**NEW STUDENTS**

A TAC will consist of supervisor(s) and two non-supervisory members. One of the non-supervisory members will act as the chairperson.

Does the TAC recommend Submission of Thesis?

**YES**

No more TAC meetings required.

**NO**

**4th semester** – Arrange QE oral.

**START**

**THE END**

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

**After QE, student must complete at least 2 TAC meetings (once in their 3rd and 4th year of study) before thesis submission (COMPULSORY!).**

**Does the TAC recommend Submission of Thesis?**

**YES**

No more TAC meetings required.

**NO**

**4th semester – Arrange QE oral.**