



Qualification Program for Doctoral Candidate

name

MeDDoc-PhD-LOGBOOK

Ph.D. Progress Logbook for Doctoral Candidates

Once you have completed your doctoral research project, you must submit the complete log book together with your thesis and all other required documents.

If your log book is incomplete, your thesis will not be accepted

1. Personal Information

Name:

Maiden name:

First name(s):

Date of birth:

E-Mail Address:

Matriculation number:

I hereby declare that all information provided in this logbook is correct.

Signature doctoral candidate

2. Training Program

During your doctoral studies, you are required to complete a training course on Good Scientific Practice with a duration of approximately 4 hours before submitting your dissertation.

Additionally, you must complete a training program totaling at least 120 hours, divided into two categories: interdisciplinary (minimum of 40 hours) and research project-related activities (minimum of 80 hours).

Interdisciplinary activities provide general skills essential for scientific work, including:

- Visualization of Research Data
- Scientific Writing
- Statistics
- Research Data Management
- Literature Management

A minimum of 40 hours must be spent on interdisciplinary activities, which should be documented and confirmed in the table under 2.1.

Participation in the Key Competencies lecture series on these topics is recommended. Information about the lecture series (time, location, topic) can be found at

<https://tu-dresden.de/med/mf/forschung-internationales/nachwuchsfoerderung-dscs/veranstaltungen-news/news>

Further interdisciplinary activities at the TU Dresden can also be found under:

- Graduate Academy: <https://tu-dresden.de/ga/qualifizierung>
- Slub Dresden: <https://www.slub-dresden.de/besuchen/veranstaltungen>
- Institut für Medizinische Informatik und Biometrie
<https://tu-dresden.de/med/mf/imb/studium/kurse>

Research project-related activities include attending methodology courses (like lectures, seminars, practical trainings), as well as institute seminars, journal clubs, and summer schools, conferences. You need to spend at least 80 hours on these activities and record and confirm your participation in the table under section 2.2.

You can fulfill the training requirements through various activities. Just list each activity (e.g. lecture, seminar, course, summer schools, conference, etc.) and the number of hours spent. Each activity must be verified by the instructor.

For announcements of scientific lectures and related research activities in Dresden, please refer to:

- <https://www.dresden-science-calendar.de/calendar/de>
- <https://www.mpi-cbg.de/de/aktuelles-veranstaltungen/veranstaltungen-vortraege>
- <https://www.digs-bb.de/events>
- <https://tu-dresden.de/cmcb/crtd/news-termine>
- <https://tu-dresden.de/med/mf/forschung-internationales/news>
- <https://digitalhealth.tu-dresden.de/the-ekfz/news-events/>

2.1. Completed interdisciplinary activities

Name _____

Date	Type of activity	Titel of activity	Hours	Signature

2.2. Completed research project-related activities

Name _____

Date	Type of activity	Titel of activity	Hours	Signature

3. Meetings of the Thesis Advisory Committee (TAC-Meetings)

The meetings of the Thesis Advisory Committee are a key component of the doctoral training throughout your PhD program.

These meetings guide you through all stages of your doctoral work: from the initial proposal and quality assessment of the project (1st TAC) through the progress and development of the project (2nd TAC) to the preparation for publication and the defense of the dissertation (3rd TAC).

1st TAC, project presentation, after 4-6 weeks,

2nd TAC, interim evaluation, after approximately 12 months,

3rd TAC, final evaluation.

You are responsible for independently organizing and conducting meetings with all members of the Thesis Advisory Committee.

Key conclusions and milestones established during these meetings should be documented using the designated "TAC Meeting" forms (all forms are listed below). Please ensure that the completed and signed evaluation forms are promptly uploaded to your doctoral file in Promovendus.

Once you have completed your doctoral research project, you must submit the complete log book along with your thesis and all other required documents.

Please note that if your log book is incomplete, your thesis will not be accepted!

4. Thesis Advisory Committee (TAC)

Information on your main supervisor (1st TAC member):

Name:	
Institution:	

Start of the doctoral research project: _____

Information on the 2nd TAC member*:

Name:	
Institution:	

Information on the 3rd TAC member*:

Name:	
Institution:	

**Professor or researcher with qualifications equivalent to a habilitation at the TU Dresden*

1st TAC – project presentation
(after 4-6 weeks)

The 1st TAC project presentation must be held as a meeting (in person or virtually) with all members of the Thesis Advisory Committee. The project should be presented in the form of a presentation.

Name of the doctoral candidate:

Start of the doctoral project:

Name and institution of the supervisor:
(1st TAC member)

Name and institution of the 2nd TAC member:

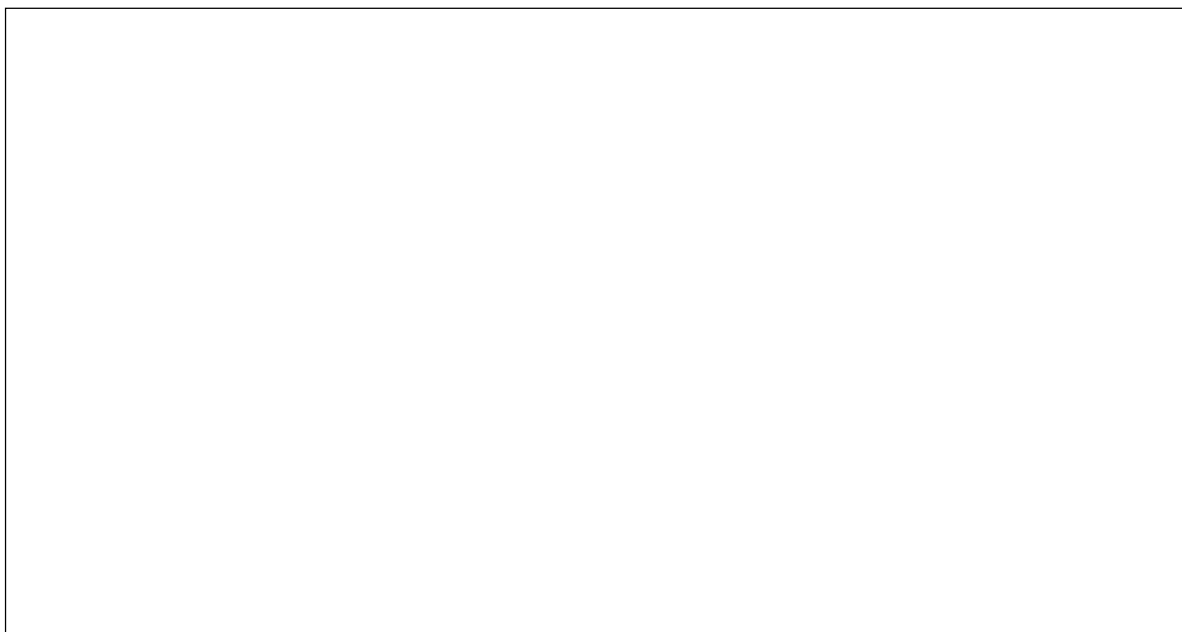
Name and institution of the 3rd TAC member:

Additional member i.e.:

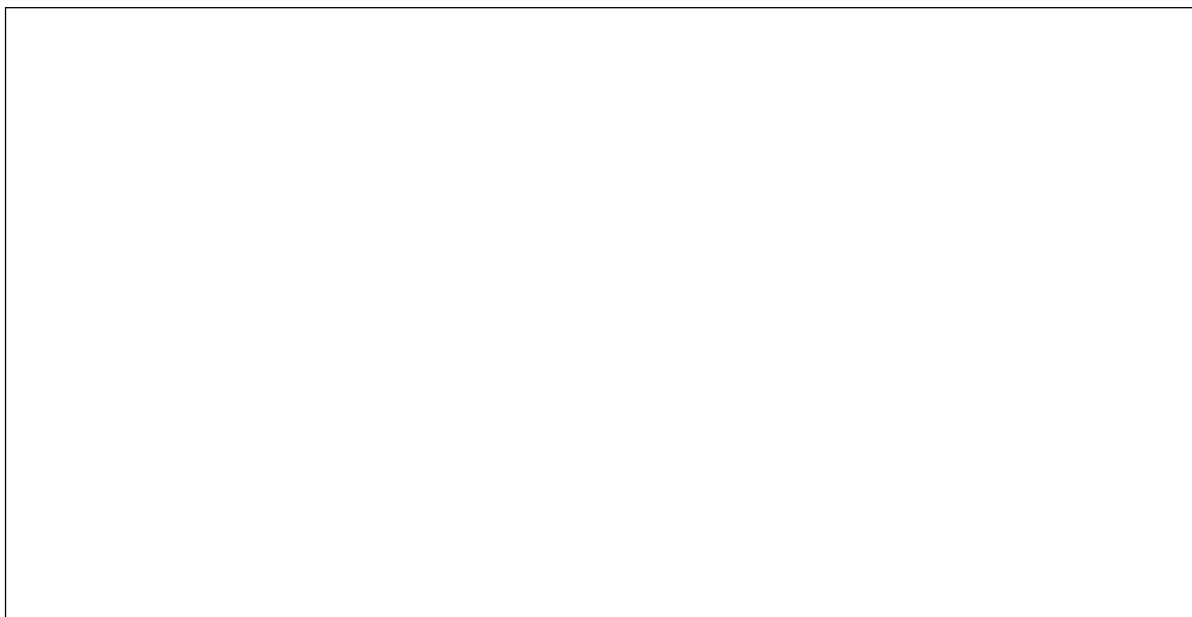
date of the presentation:

Topic of the doctoral research project is:

Objective of the Doctoral Research Project: What is the primary aim of the project (hypothesis)? What are you expecting?



Milestones:



Please use an additional page if required.

Comments and recommendations by the Thesis Advisory Committee:

	Doctoral candidate	supervisor	2nd TAC member	3rd TAC member
Signature				

By signing this protocol, all involved parties signal their agreement with the project presentation within the framework of the structured doctoral degree.

A copy of this evaluation form should be brought to the next meeting.

2nd TAC – Interim Evaluation

(no later than 12 months after starting your doctoral project)

The second TAC presentation must be conducted as a meeting (either in person or virtually) with all members of the Thesis Advisory Committee. The status of the project should be presented in the form of a presentation.

Name of the doctoral candidate:

Start of the doctoral project:

Name and institution of the supervisor:
(1st TAC member)

Name and institution of the 2nd TAC member:

Name and institution of the 3rd TAC member:

Additional member:

date of the presentation:

The evaluation must be documented and signed by all involved parties.

Comments and recommendations by the Thesis Advisory Committee:

Please indicate the progress of the structured doctoral process (research project, training program, milestones, etc.).

	Meets Expectations	Needs Improvement	Does not Meet Expectations
Written Report*			
Presentation			
Theoretical Knowledge			
Results			
Motivation			
Timeline			

*Only applicable if specified under 'Dissertation Project' in the supervision agreement.

Future Prospects and Development of the Doctoral Candidate

Does the doctoral candidate require a further interim evaluation?

yes

no

If so, when will it take place and which milestones are expected to be achieved by the next meeting?

Does the doctoral candidate plan on submitting the thesis soon?

yes

no

If yes, when will the final evaluation (3rd TAC) be taking place? _____

	Doctoral candidate	supervisor	2nd TAC member	3rd TAC member
Signature				

By signing this protocol, all involved parties signal their agreement with the results of the interim evaluation.

A copy of this evaluation form should be brought to the next meeting. This form will be used to assess whether the goals and project milestones have been achieved.

3rd TAC – Final Evaluation
(before submitting your dissertation)

The final evaluation must be conducted as a meeting (either in person or virtually) with all members of the Thesis Advisory Committee. The status of the project should be presented in the form of a presentation.

Name of the doctoral candidate:

Start of the doctoral project:

Name and institution of the supervisor:
(1st TAC member)

Name and institution of the 2nd TAC member:

Name and institution of the 3rd TAC member:

Additional member:

date of the presentation:

The evaluation must be documented and signed by all involved parties.

Comments and recommendations by the Thesis Advisory Committee:

	Meets Expectations	Needs Improvement	Does not Meet Expectations
Written Report*			
Presentation			
Theoretical Knowledge			
Results			
Motivation			
Timeline			

**Only applicable if specified under 'Dissertation Project' in the supervision agreement.*

Has the doctoral candidate met all the requirements and is ready to submit the thesis for evaluation?

yes

no

If not, which points or events were not achieved as planned or are still missing?:

	Doctoral candidate	supervisor	2nd TAC member	3rd TAC member
Signature				

By signing this protocol, all involved parties signal their agreement with the results of the final evaluation.

Confirmation by the doctoral candidate and the supervisor:

The doctoral candidate has completed all the required courses (good scientific practice + 40 hours of interdisciplinary courses + 80 hours of subject-specific courses)? Please check if all courses are recorded in the logbook

yes

no

	Doctoral candidate	supervisor
Signature		

By signing the supervisor that the doctoral candidate has fulfilled all requirements for the completion of a structured doctoral degree and can now submit his/her thesis.