

## **Guidelines for Thesis Committes**

All doctoral candidates of the Academic Medical Center of Lisbon must have a thesis committee. The aim is to create moments for reflection with experts external to the project, thus monitoring the progress of work and additional suggestions for its smooth development.

The Thesis Committee consists of two elements selected by the Supervisor (preferably one from CAML and one external) and a third element chosen by the student, amongst CAML Professors / Researchers (preferably PhD).

The Thesis Committee must meet at least twice during the PhD, ideally at the end of 1<sup>st</sup> and 3<sup>rd</sup> years. The coordinators of the Doctoral Program will remind about the need to schedule the meeting, and the Supervisor is responsible for convening it. The PhD Student, the Supervisor or the Scientific Committee of the Doctoral Program may require extraordinary meetings of the Thesis Committee.

Before each meeting, the PhD student sends a brief activities report to the thesis committee members describing the results and future plans, in the framework of the initial proposal. In the meeting the student makes a presentation of the work and discusses it with the Committee members (total duration approximately 1 hour).

When the meeting with the student ends, the Committee meets briefly with the Supervisor for a joint appreciation of the project. For students conducting their work in a research unit external to CAML, the Supervisor also participates in the Thesis Committee meetings.

The Thesis Committee is responsible constructively discuss the results, identify any problems and make recommendations on the future work plan, to ensure the success of the PhD project. After the meeting the members report the meeting results in the existing form, which will be delivered to the PhD student and to the Supervisor.

The coordinators of the Doctoral Program monitor the process and must keep a copy of the form completed by the Thesis Committee and of the Students' activities report.