MEDICAL GENETICS GRADUATE PROGRAM

**STUDENT’S SUPERVISORY COMMITTEE MEETING FORM (all meetings except 1st meeting)**

**Research Progress Report:** At least one committee meeting must be held annually to review the student’s progress. Following their initial committee meeting, the student is to prepare a 1-3 page report of text and up to six tables or figures of their research and progress-to-date for every meeting; and distribute the report to their Supervisory Committee three working days before the meeting.

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| --- | --- | --- |
| **Student:** |  | **Student #:** |
| **Student’s Signature:** |  | |
| **Supervisor:** |  | |
| **Meeting Date:** |  | |

**Student’s Supervisory Committee Members**:

|  |  |
| --- | --- |
|  | Signature |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**STUDENT’S ACADEMIC AND RESEARCH PROGRESS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Has progress been satisfactory?** | **No** |  |  |  | **Very** |
| **Please circle:** | **1** | **2** | **3** | **4** | **5** |

**Student’s Current Funding:**

|  |
| --- |
| Current funding (including scholarships, TA’ships, etc.) - $ amount, and start and end dates: |
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**Student’s Publications and/or Manuscript Submissions; and Presentations:**

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**Comments on Student’s Progress:**

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**Permission granted by Committee for student to transfer to PhD program / take comprehensive examination** (if applicable):

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| **Timeline:** |
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**Permission granted by Committee for student to write-up thesis/dissertation:**

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| **Timeline:** |
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**Expected Time in Program:**

(MSc: 2.0 – 2.5 years; PhD: 4.5 – 6.0 years)

|  |  |
| --- | --- |
| **Student’s program start date:** |  |
| **Expected program end date:** |  |

**Please comment if there is any reason why student will not complete program within three years (Master’s student) or six years (Doctoral student):**

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**Seminar Requirement:** The MSc student is expected to give an exit seminar on their research near the end of their program prior to their thesis defence. The PhD student is expected to give at least two departmental seminars on their work: a mid-point seminar at two to two-and-a-half years after admission; and an exit seminar near the end of their program prior to their defence.

|  |  |
| --- | --- |
| **Date of Mid-Point Seminar:** |  |
| **Date of Exit Seminar:** |  |

*Please email a scan of the completed Committee Meeting Form and student’s report to the Medical Genetics Graduate Program Assistant at* [*medical.genetics@ubc.ca*](mailto:medical.genetics@ubc.ca) *immediately following the committee meeting.*