MEDICAL GENETICS GRADUATE PROGRAM

**STUDENT’S SUPERVISORY COMMITTEE MEETING FORM – FIRST YEAR STUDENTS ONLY**

The Program recommends that the incoming student’s Supervisory Committee be established during the first term of their program. The student should consult their supervisor for input as to what to expect from their initial committee meeting (discussion of their progress to date and plans for thesis project going forward, etc.) and for suggestions as to how to prepare for the meeting.

The September-start student should have their committee meeting before **May 30th** of their first year. The September-start Rotation Program student should have their committee meeting before **June 30th** of their first year. The January-start student should have their committee meeting before **November 30th** of their first year.

The student’s Research Supervisor is Chair of the student’s Supervisory Committee meetings and ensures that the Medical Genetics Guidelines are followed. The Supervisory Committee is expected to discuss the student’s research progress and assign the final MEDG 548 (directed studies) grade at a committee meeting following the end of the second term.

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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** |

|  |  |
| --- | --- |
| **MEDG 548 / Directed Studies Grade –** final grade decided by Supervisory Committee | % |

**Student’s Current Funding:**

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| --- |
| Current funding; amount; start & end dates: |
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**Student’s Presentations; Publications and/or Manuscript Submissions:**

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**Comments on Student’s Progress:**

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*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.*