MEDICAL GENETICS GRADUATE PROGRAM

**STUDENT’S SUPERVISORY COMMITTEE MEETING FORM**

**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 prepares 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 distributes the report to their Supervisory Committee three working days before the meeting.

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| --- | --- | --- |
| **Student:** |  | **Student #:** |
| **Student’s Signature:** |  | |
| **Supervisor:** |  | |
| **Co-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 Grade:** (If applicable - decided at committee meeting following the completion of courses in 1st year. See [MEDG 548 Guidelines](https://med-fom-medgen.sites.olt.ubc.ca/files/2021/08/MEDG-548-Guidelines.pdf))

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**Student’s Current Funding:** Current funding (including scholarships, TA’ships, etc.) Include funding amount, 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:** (If 1st meeting for MSc students, discuss transfer to PhD or continuing in MSc program. See [Guidelines](https://medgen.med.ubc.ca/graduate-program/current-students/form/) for Students in the Medical Genetics Graduate Program for next steps.)

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**Supervisory Committee Approval:** (usually at the 2nd meeting ~13-16 months in the program)

**Student approved to transfer to PhD program** (applies only to MSc students planning to take comprehensive examination)

**Outline/draft research proposal (1-2 pages) approved for the comprehensive examination** (applies only for MSc/PhD students planning to take the comprehensive examination):

**Timeline**:

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**Permission granted by Committee for the student to write up thesis/dissertation** (if applicable)**:**

**Timeline**:

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**Expected Time in Program:** MSc: 2.0 – 2.5 years; PhD: 4.5 – 6.0 years

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

Please comment if there is any reason why a student will not complete the 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.

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| --- | --- |
| **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 Coordinator at* [*medical.genetics@ubc.ca*](mailto:medical.genetics@ubc.ca) *immediately following the committee meeting.*