

GRADUATE STUDENT SUPERVISORY COMMITTEE

This form is to be complete by the Supervisor and sent no later than 4 days following the meeting to the entire committee and the student, with a copy to SBME Student Services at students@sbme.ubc.ca.

STUDENT INFORMATION		Student Number:	
Given Name:		Family Name:	
Email:	Program:	Program Start Date:	

SUPERVISORY COMMITTEE MEMBERS (Record full names as present or absent):

	PRESENT	ABSENT
CHAIRPERSON		
SUPERVISOR		
CO-SUPERVISOR (if applicable)		
MEMBER		
MEMBER		
MEMBER		

MEETING INFORMATION:

DATE: _____ LOCATION: _____ TIME: _____

DOCUMENTS CIRCULATED 4 DAYS PRIOR TO MEETING¹:

PROGRESS REPORT <i>(figures should not replace written report):</i>	YES	NO	DATE _____
ADDITIONAL DOCUMENTS:	YES	NO	DATE _____
DRAFT PRESENTATION:	YES	NO	DATE _____

SHORT TITLE OF RESEARCH PROJECT:

HAS A COMPLETE RESEARCH PROPOSAL BEEN PRESENTED? YES NO
 IS IT ACCEPTED IN PRINCIPLE BY THE COMMITTEE? YES NO

¹ The student should distribute these documents to each of the committee members at least 4 days before the meeting:
<https://www.bme.ubc.ca/graduate/current-students/policies-procedures/supervision/>



RECOMMENDATIONS FROM THE COMMITTEE:

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OTHER RECOMMENDATIONS:

(e.g. additions/changes to the committee; courses required; comprehensive exam planning)

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What is the approximate date of the next committee meeting?	
<i>(It is the program's expectation that committee meetings occur every 6 months for MSc Students, and at least once per year for PhD Students. More frequent electronic updates or informal meetings in the early stages of the PhD program might be advised.)</i>	
What is the approximate expected date of completion of laboratory work?	

CHAIRS COMMENTS ON THE PROGRESS REPORT:

(Please make comments on the planning for comprehensive exam (if in the PhD program), the academic performance of the student, awards received; the publication record; the students' attention to professional advancement; etc.)

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SIGNATURE (OR INITIALS) OF CHAIR

DATE (DD-MMM-YY)

