**REPORT ON GRADUATE STUDENT SUPERVISORY COMMITTEE**

*This form is to be complete by the Committee Chair immediately after the meeting and sent to the entire committee, including the student and supervisor, with a copy to the PALM GS Program Coordinator at* [*heather.cheadle@pathology.ubc.ca*](mailto:heather.cheadle@pathology.ubc.ca) *within 4 business days of the meeting. Please type the report in the space provided.*

**Name of Student:**

**Program:**

**Date of entry to Graduate Studies:**

**Supervisory Committee Members:**

*(Record full names as present or absent)*

|  |  |  |
| --- | --- | --- |
|  | **Present** | **Absent** |
| **Supervisor** |  |  |
| **Chair** |  |  |
| **Pathology member** |  |  |
| **Non-Pathology member** |  |  |
| **Additional** |  |  |
| **Additional** |  |  |

**About the meeting:**

Date:

Place:

Time:

Documents circulated prior to meeting:

Progress report (figures should not replace written report): Date:

Additional documents: Date:

Draft presentation: Date:

Student-Supervisor relationship document: Date:

**Short title of Research Project:**

Has a complete research proposal been presented? Y/N

Is it accepted in principle by the committee? Y/N

**Recommendations from the committee:**

**Other recommendations:**

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

**What is the date of the next committee meeting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(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, although it is advisable to meet more frequently in the early stages of the PhD program.)*

**What is the expected date of completion of laboratory work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(It is the program’s expectation that lab work will be completed within 5 years for PhD, and 2 years for MSc students. If the committee believes longer is needed, please explain the rationale.)*

**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 receive; the publication record; the students’ attention to professional advancement; etc.)*

**Signature (or initials) of Chair:**

**Date:**