**Tips for a successful supervisory committee meeting**

1. **Hold your meeting within 6 months of your last meeting for MSc and within 9 – 12 months of your last meeting for PhD**. For first year (September intake) students, this should be before June 14th in the year following registration.
2. **Organize your meeting early** and make your best efforts to ensure all members can attend. This may mean an early morning or early evening meeting. If any member cannot attend, please email Helene ([hcote@pathology.ubc.ca](mailto:hcote@pathology.ubc.ca)) and we will check in with them. They will need to review your annual report and provide you with feedback with copies sent to me and the rest of your committee. Ensure you book the meeting room 30 minutes prior to the start time to allow for set-up.
3. **Download the template for the supervisory committee progress report from the website and start completing it early**. If this is your second time using the template, use the old one and add new information. Since this document replaces your CV, please ensure that you highlight new achievements /professional activities (papers, presentation, scholarships, GPS sessions, workshops, conferences, etc.) in a new color or equivalent
4. **Complete your progress report as though it was being sent to CIHR** for funding renewal.
   1. Ensure that the hypothesis and specific aims listed in the preliminary sections match those stated in the main document
   2. Include only 2-3 small figures in the progress report if needed. It is the written context and interpretation of the data that is important here. Detailed figures should be saved for the presentation.
   3. Ensure you spend sufficient time on your proposed experiments. This is where most students/supervisors do poorly. Details of proposed experiments/ experimental strategy should be comprehensive but within the space available. Not an easy task so start early!
5. **Ensure that you work with your supervisor at every stage**. It is their document as much as yours and this is a great opportunity for them to mentor you in writing progress reports and project descriptions.
6. **Complete the** [**student-supervisor relationship documents**](file:///\\fomsrv054.fom.med.ubc.ca\pathpdrive\education\GRADUATE%20STUDIES\Forms\Student%20&%20Supervisor%20Relationship%20form.doc) with your supervisor ahead of the meeting and provide the Chair with a copy (also email a copy to the Graduate Program Coordinator at [heather.cheadle@pathology.ubc.ca](mailto:heather.cheadle@pathology.ubc.ca)).
7. **Prepare and distribute your presentation** ahead of the meeting as required.
   1. Make sure that you supervisor has reviewed your presentation with you before sending it out to the committee or presenting at the meeting.
   2. The presentation should aim at finishing in no more than 20-30 minutes without interrupts. However, interruptions from the committee is encouraged and expected. This means the research part of the meeting will last about 60 minutes.
   3. Prepare a preliminary slide that summarizes and outlines your achievements in the past year. Make reference to courses completed, conferences attended, posters and podium presentations, research papers published, scholarship funding received, professional advancement sessions/workshops attended, etc. You are expected to have completed approximately 10 GPS or other professional advancement workshops/lectures during the course of your degree so take this seriously. This information will also be contained in the annual report
   4. Review the work you have completed since the last meeting. Except for the first meeting, a detailed background is not necessarily needed.
   5. Provided a detailed description of work proposed for the next year. This should be comprehensive and outline a series of alternate strategies in anticipation of problems. Clearly identify where you believe you may experience difficulty and require assistance from committee members.
   6. Provide a timeline for the completion of your thesis. This can be general in nature for new students but should be detailed for MSc students who are completing a degree or PhD students after they have advanced to Candidacy.
8. **Ask specific questions you need answering** by the committee, e.g. “I request a transfer from the MSc program to the PhD Program”, or, “I request permission to write and defend my thesis”.
9. **Adhere to program deadline expectations** for the department: MSc program completion within 2.5 – 3 years; PhD program comprehensive examination between 24-30 months of **program start date**, and PhD program completion within 5 - 6 years.

Remember, this is not an examination! We have other venues for that. It is a supportive meeting in which you can show what you have done well, get assistance with things you are struggling with, and receive input and approval for your proposed studies.

Good luck - and feel free to call on me if you need advice or help.

Helene Cote

Professor, Program Director and Graduate Advisor – Graduate Studies

604-822-9777

hcote@pathology.ubc.ca

**PLEASE REMOVE THIS LETTER FROM YOUR ANNUAL REPORT WHEN YOU CIRCULATE/SUBMIT.**

**SUPERVISORY COMMITTEE PROGRESS REPORT**

* *Please complete and distribute to your committee (and to the Graduate Program Coordinator at* [*heather.cheadle@pathology.ubc.ca*](mailto:heather.cheadle@pathology.ubc.ca)*) 4 business days ahead of your annual meeting.* ***Your supervisor must review and fully approve this document prior to distribution.***
* *You should also keep an electronic copy of this since you will need to use it again in subsequent years. This is especially important for the sections on publications and professional advancement. This document replaces the need to submit an updated CV.*

1. **STUDENT AND SUPERVISORY COMMITTEE INFORMATION**

|  |  |
| --- | --- |
| **Student name:** |  |
| **Student contact:**   * **Email** * **Phone** |  |
| **Supervisor(s):** |  |
| **Program:**   * **PhD, MSc, MD/PhD** |  |
| **Initial Registration Date:** |  |
| **Date of transfer to PhD program (if applicable):** |  |
| **Date of Comprehensive exam (if applicable):** |  |
| **Date of this meeting:**  **(After initial within 3 month meeting: MSc Committee Meeting every 6 months, PhD Committee Meeting once per year; prior to June 14th)** |  |
| **Date(s) of prior meeting(s):** |  |
| **Committee Members:**   * **Co-supervisor (if appointed)** * **Chair** * **Pathology member** * **Non-Pathology member** * **Other (Recommended for PhD)** |  |
| **Student Appointment:**   * **Paying Agency** * **Location** * **Annual Stipend Including Awards and top-up** |  |
| **Other information (E.g. Leave of absence, etc.)** |  |

1. **ACADEMIC DEVELOPMENT SINCE THE START OF YOUR GRADUATE PROGRAM**

|  |  |
| --- | --- |
| **UBC COURSE TAKEN**   * ***Number, Title, Date, Marks obtained*** |  |
| **OTHER COURSES OR CERTIFICATIONS :**   * ***(E.g. Animal care certificate, Safe handling of Biohazards. etc.)*** * ***Dates, titles*** |  |

1. **PROFESSIONAL DEVELOPMENT SINCE THE START OF YOUR GRADUATE PROGRAM**

* **It is anticipated that you will complete approximately 10 GPS or other professional advancement workshops/ lectures during the course of your degree. Your supervisor has agreed to provide release time for you to attend these sessions at UBC or in your research center.**

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| --- | --- |
| **LIST GPS (Graduate pathways to Success) SESSIONS ATTENDED**   * ***Dates, titles*** |  |
| **LIST PROFESSIONAL ADVANCEMENT SESSIONS (e.g. PALS ) ATTENDED**   * ***Dates, titles*** |  |
| **OTHER WORKSHOPS:**   * ***Dates, titles*** |  |
| **CONFERENCES ATTENDED:**   * ***Dates, locations, titles*** |  |
| **Responsible Conduct of Research**  **http://grad-postdoc.med.ubc.ca/current-students/research-conduct-course/** | **This is required course for all graduate students in PALM. Please indicate the date you completed or intend to complete this course.** |

* **RESEARCH PRODUCTIVITY SINCE START OF GRADUATE PROGRAM** 
  + **LIST ALL PUBLICATIONS THAT HAVE COME FROM WORK CONDUCTED FOR YOUR GRADUATE DEGREE**

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| --- |
| **PUBLICATIONS *(indicate whether published, submitted, in revision, in press or in preparation):*** |
| **POSTER PRESENTATIONS:** |
| **ORAL PRESENTATIONS:** |
| **PATENTS SUBMITTED/ACCEPTED:** |

* **AWARDS AND HONOURS SINCE START OF YOUR PROGRAM**

|  |  |
| --- | --- |
| **INTERNAL AWARDS:**  ***(i.e. UBC, FOM, 4YF, BCCHRI, CBR, BCCRC, etc.)***  ***Agency, Dates, $ amount/year*** |  |
| **EXTERNAL AWARDS:**  ***(i.e. Vanier, CIHR, NSERC, etc.)***  ***Agency, Dates, $ amount/year*** |  |

* **SUMMARY OF PROGRESS AND OUTLINE OF STUDIES PROPOSED:**

|  |  |
| --- | --- |
| **TITLE OF PROJECT:** |  |
| **HYPOTHESIS:** |  |
| **SPECIFIC AIMS COMPLETED:** |  |
| **SPECIFIC AIMS PROPOSED:** |  |

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| **BACKGROUND AND RATIONALE (NO MORE THAN 1 PAGE, single spaced, font 11+):** |
| **PROGRESS REPORT: (NO MORE THAN 2 PAGES, please use only 1-2 small figures to support your written discussion; 10 point font is the minimum!)**   * **Describe the details of the experiments you have conducted since the last meeting along with the results, interpretation and impact.** |

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| **PROPOSED STUDIES (NO MORE THAN 1 PAGE INCLUDING FIGURES):**   * **Describe details of the experiments you plan to conduct in the next 12 months (and beyond if available)** |
| **RESEARCH AND ACADEMIC TIMELINES**  **Please provide a detailed timelines of key milestones for your progress. It may be useful to break this into two sections**   * *Academic: include proposed dates for comprehensive exam or thesis defense* * *Research: include defined research milestones* |

* **ATTACHMENTS**

YOU ARE REQUIRED TO ATTACH THE FOLLOWING DOCUMENTS TO THIS REPORT

* [Student-Supervisor Relationship document](file:///\\fomsrv054.fom.med.ubc.ca\pathpdrive\education\GRADUATE%20STUDIES\Forms\Student%20&%20Supervisor%20Relationship%20form.doc) completed by both student and supervisor (You may wish to complete this at the meeting under the guidance of the Chair).
* **Draft PDF copy of your presentation (6 slides per page).** Naturally, you will change and improve the presentation ahead of the meeting but the core slides of hypothesis, specific aims, keys results, etc. should remain the same.
* **OTHER INFORMATION YOU THINK WILL HELP YOUR COMMITTEE**

**DATE APPROVED BY SUPERVISOR:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE SUBMITTED TO COMMITTEE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(And forwarded to Graduate Program Coordinator at** [**heather.cheadle@pathology.ubc.ca**](mailto:heather.cheadle@pathology.ubc.ca)**)**