**REPORT ON**

**GRADUATE STUDENT**

**SUPERVISORY COMMITTEE**

This form is to be downloaded and complete by the Committee Chair during or immediately after the meeting, saved, and sent to the entire committee, including the student and supervisor, with a c.c. 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.

**GRADUATE STUDENT SUPERVISORY COMMITTEE**

STUDENT NAME DATE OF ENTRY TO GRADUATE STUDIES:

PROGRAM

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*):

YES  NO

DATE

ADDITIONAL DOCUMENTS:

DRAFT PRESENTATION:

STUDENT-SUPERVISOR RELATIONSHIP DOCUMENT:

# Short title of Research Project:

YES  NO

YES  NO

YES  NO

DATE DATE DATE

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