

**Interfaculty Graduate Program
Biological and Biomedical Engineering
Ph.D. Comprehensive Preparation Meeting**

Student Name:**McGill ID:****Date of
Admission:****Meeting
Date:****Meeting Report**

Areas specified for open questions:

The committee may revise the previously established list of areas for open questions for the comprehensive exam.

Prescribed Courses:

	SATISFACTORY	CONDITIONAL	UNSATISFACTORY
Written Thesis Proposal Document			
Oral Thesis Proposal Presentation & Questions			
Open Questions			
Overall Evaluation			

This meeting fulfills the requirements of the <i>Ph.D. Thesis Proposal and Comprehensive Exam Meeting</i> : When a student demonstrates outstanding performance the Ph.D. Advisory Committee may elect to fast track the comprehensive exam process and forego a proper <i>Ph.D. Thesis Proposal and Comprehensive Examination Meeting</i> . This decision requires unanimous approval by all Ph.D. Advisory Committee members at the conclusion of this meeting. Note that a single committee member can disapprove fast tracking, if for example, it is felt that the questions asked during the meeting were not at the same level as those typically asked during a Ph.D. Comprehensive Exam.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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SIGNATURES *Mandatory. Must be present to sign together.	<i>I agree with the statements and evaluation in this report.</i>	<i>Has a conflict of interest arisen in respect of any of the parties signing?*</i>
_____ <i>Student*</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ <i>Supervisor*</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ <i>Supervisor*</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ <i>Supervisor*</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ <i>Chair's Rep (representing GPD)*</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ <i>Thesis Committee Member</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ <i>Thesis Committee Member</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ <i>Thesis Committee Member</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ Signatures fully executed as of this date	Next meeting date: _____	

Anyone listed above who does not agree with the statements and evaluation in this Report must attach an explanation.

If any document has been attached to this report, please check here:

In case of disagreement, the student or supervisor should consult the Unit's Graduate Program Director or a GPS Associate Dean.

GPD approval is required on all Progress Tracking Reports; attendance at meeting is not. If the GPD is the supervisor, the Chair must sign here.

GPD (Chair) Name: _____ Signature: _____

[Regulation on Conflict of Interest](#) - **If anyone checks YES, the form must be submitted to the Dean of GPS with an explanation. If there is any doubt, contact the appropriate GPS Associate Dean.

"Conflicts of interest may take various forms and may arise in various contexts. A potential conflict of interest will exist whenever a member of the University community is in a position to influence the conduct of research, academic, human resource, business, financial, governance or other matters in ways that could lead to personal gain for the member or a related party, or give improper advantage to others, to the detriment of the University or other members of the University community."

"The Regulation recognizes that the existence of a potential conflict situation does not necessarily connote misconduct or preclude the involvement of a member in the situation in which the conflict has arisen – provided the conflict is recognized, disclosed, assessed and addressed. However, it must be recognized that not all conflicts of interest, even if disclosed in a timely manner, will be permitted."