

## Interfaculty Graduate Program Biological and Biomedical Engineering Master's Initial Meeting Policy & Procedures

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### Objectives

- Introduce the student and project to the GPD representative to ensure that the scope and orientation are appropriate.
- Review the student's current and planned course work to ensure it complies with BBME requirements
- Discuss issues related to scope of work, funding, and the work environment to ensure that the student and supervisor have the same expectations.

### Timing & Organization

- Must be held within 5 months of the start of the student's program.
- The meeting must include the student, the supervisor(s), and the GPD representative.
- The Graduate Program Coordinator will notify the student that the meeting is due and attempt to schedule it. It is the student's responsibility to ensure that this occurs in a timely manner, assist with scheduling the meeting if necessary, and supply the necessary documentation. Failure to hold a meeting in a timely manner will result in an "Unsatisfactory" rating for the meeting.

### Preparation

- The student should circulate, to the committee and **info.bbme**, a one paragraph summary of the proposed project due one week prior to the meeting unless otherwise specified by the GPC. It is expected that this will be developed in collaboration with the supervisor. Failure to circulate the one paragraph summary on time may impact the student's status in the program. Additional details may be found here: [Requirements for completing a Master's Degree](#).

### Outcome

- It is to be understood that this meeting is to be held at a very early stage of the programme and consequently it is expected that the student will have only a "high" level understanding of the project. Consequently, a meeting will only be rated as "Unsatisfactory" if the student fails to demonstrate a clear understanding of nature and scope of the proposed research at this level.
- An "Unsatisfactory" initial meeting must be repeated within six weeks.