

## **Interfaculty Graduate Program Biological and Biomedical Engineering M.Eng. Progress Meeting Policy & Procedures**

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### **Objectives**

- Review the student's courses to ensure that they meet the BBME requirements and that there is satisfactory progress.
- Review the student's research progress, work remaining, and its proposed schedule to ensure that there is a high probability of successfully completing the degree in a timely manner.
- Detect and resolve any issues in the student/supervisor relationship.

### **Timing & Organization**

- The meeting is normally held within 6 months of the Initial Meeting and at least yearly thereafter. Additional meetings may be scheduled at shorter intervals at the request of the supervisor or student, and following an unsatisfactory meeting or one with a conditional outcome.
- The meeting must include the student, the supervisor(s), and the GPD.
- 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 a one page summary of the objectives of the project, the progress to date, the work remaining to be done and its timeline due one week prior to the meeting unless otherwise specified by the GPC.
- For the second, and subsequent Progress Meetings the student should also supply an outline of the proposed thesis with an indication of what sections have/have not been written. This should be sent on a date fixed by the Graduate Program Coordinator.
- Failure to circulate the pre-meeting documents on time may impact the student's status in the program. Additional details may be found here: [Requirements for completing a Master's Degree](#).
- The summary page and thesis outline should be prepared by the student with input from the supervisor.
- **The student must copy info.bbme when circulating meeting documents**

## Outcome

- Normally, a Progress Meeting will be rated as “unsatisfactory” if there are serious performance issues with respect to research progress and/or course work.
- An “unsatisfactory” Progress Meeting must be repeated with three months.