Interfaculty Graduate Program

Biological and Biomedical Engineering

Ph.D. Committee Meeting Report

Meeting:

Sections to be filled out

|  |  |  |
| --- | --- | --- |
| By whom | Section(s) | When |
| Student | 5, 6 | Prior to meeting\* |
| Student + Supervisor(s) | 1, 2, 3 | Prior to meeting\* |
| Supervisor(s) | 8 | During meeting |
| Chair’s Representative | 4, 7, 9, 10, 11 | During meeting |

\*: This form (in word format) must be submitted by the student to the committee along with the summary document, as per [meeting policy](https://www.mcgill.ca/bbme/programs/policies-forms#phdinfo) one week prior to the meeting.

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| --- | --- | --- | --- | --- | --- |
| Student Name: |  | McGill ID: |  | | |
| Date of Admission: |  | Meeting Date: |  | | |
| Letter of Understanding: Has the LOU been discussed between student and supervisor(s)? | | | | Yes | No |

1. Research Question/Hypothesis

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1. Objectives and Timelines

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1. Objectives and Timelines for Next Year

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1. Prescribed Courses

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| *(Excludes admissions pre-requisites)* |

1. Prizes, Distinctions and Awards

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1. External Award Holders

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| Tri-Council Agency: NSERC  SSHRC  CIHR  Start date of award: May 1  Sept 1  Jan 1  A) Award holders who are registered full-time must limit the number of hours of employment to 180 hours per term.  I did not work any additional hours to my full-time research.  I worked hours during my award year. Nature of paid work:   1. Award holders are responsible for reporting any changes in program when they occur because it may affect ongoing eligibility (i.e., leaves of absence, change in supervisor or research, change in registration, etc.).   There were no changes to my student status in the past year   1. There were changes to my student status in the past year: |

1. Areas Specified for 0pen Questions

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| General areas for questioning during the Ph.D. Comprehensive Exam The committee should assign general areas (typically three to five) that the student will be responsible for. Areas for general questioning should include at least one area in the life sciences and at least one area in the physical sciences and engineering. |

1. Main Questions have been asked during the meeting

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| *(Should be completed by the supervisor during/end of the meeting)* |

1. This section must also be completed for the Comprehensive Exam

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| |  |  |  |  | | --- | --- | --- | --- | |  | **SATISFACTORY** | **CONDITIONAL** | **UNSATISFACTORY** | | **Written Thesis Proposal Document** |  |  |  | | **Oral Thesis Proposal Presentation & Questions** |  |  |  | | **Comprehensive Exam (General Questions)** |  |  |  |   **Explanation of Above Rating (please comment on progress, quality of written report, oral presentation, understanding of data and critical analysis, addressing challenges, development of competences and skills set)** |

1. Overall Evaluation

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| Satisfactory | Conditional | Unsatisfactory |

1. Suggestions, Priorities and Action Items

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| **SIGNATURES**  \*Mandatory. Must be present to sign together. | **I agree with the statements and evaluation in this report.** | **Has a conflict of interest arisen in respect of any of the parties signing?\*\*** |
| Student\* | Yes  No | Yes  No |
| Supervisor\* | Yes  No | Yes  No |
| Supervisor\* | Yes  No | Yes  No |
| Supervisor\* | Yes  No | Yes  No |
| Chair’s Rep\* | Yes  No | Yes  No |
| Thesis Committee Member | Yes  No | Yes  No |
| Thesis Committee Member | Yes  No | Yes  No |
| Thesis Committee Member | Yes  No | Yes  No |
| Signatures fully executed as of this date | **Next meeting date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| 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. |

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| [Regulation on Conflict of Interest](http://www.mcgill.ca/secretariat/files/secretariat/conflict-of-interest-regulation-on_0.pdf) - \*\*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.” |