

## Interfaculty Graduate Program Biological and Biomedical Engineering General Conditions for all Ph.D. Committee Meetings

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Following each meeting, the committee must assess the student's progress and select one of the three options:

- **Satisfactory** – All aspects of the student's progress are satisfactory and there are no areas of major concern. The student is expected to complete the Ph.D. program successfully within the normal time limits.
- **Conditional** – Overall progress is acceptable but there are one or more areas that the student should address before the next meeting. The committee may impose one or more conditions that must be fulfilled prior to the next meeting.
- **Unsatisfactory** – Progress is unsatisfactory or there are major problems with the development of the thesis proposal. As per GPS policy, if a meeting is judge unsatisfactory, a follow-up meeting must occur not sooner than 4 months and not later than 6 months after the first meeting.

Students with two unsatisfactory meetings may be asked to withdraw from the program.

### Meeting procedures

- At the beginning of each meeting the committee will meet separately with (1) the supervisor; and then (2) the student to ensure that there is a good supervisor-student relationship.
- Following each meeting, the Chair's Rep will fill out the meeting report form which will comprise:
  1. A brief summary of the committee's comments
  2. The overall recommendation (satisfactory, conditional, unsatisfactory)
  3. The nature and proposed date for the next meeting
- This report will be discussed with the student and then signed by the committee members and the student.
- The student's signature is taken as a confirmation that the committee has communicated its recommendation and underlying reasons to the student. The student has the option of objecting to the outcome of the meeting by writing to the Graduate Program Director providing an explanation of the objection.

The supervisor is responsible for taking detailed minutes during the meeting. These are to be circulated to the committee members after the meeting for editing and approval. **The final minutes should be sent to the Graduate Program Coordinator at [info.bbme@mcgill.ca](mailto:info.bbme@mcgill.ca) within one week of the meeting.** The GPC will then forward the minutes and meeting report to the student with a copy to the committee and GPD.



Approximately one month before the next meeting with their committee is due, the GPC will email the student requesting that they schedule the meeting. Once the student confirms a date with the GPC, the GPC will send an email confirmation to the student and committee.

In the case where a meeting cannot be held within one month of the scheduled time, the student and supervisor must meet with the GPD to discuss the progress.

## Web Conferencing

Web Conferencing is now available for student meetings under exceptional circumstances and needs to be organized ahead of time with GPD approval.