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| UBC-crest.png | **Department of Biochemistry and Molecular BiologyGraduate Student Committee Meeting Report** |

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| Student Name: |  | Date: |  |
| Supervisor: |  | Degree program: |  |
| Committee members: |  | /  |  |
|  |   | / |  |

**Note**: a copy of this report is to be sent by the supervisor to bioc.grad@ubc.ca and copied to the student and committee members within a week of holding a committee meeting. **It should also be appended to the research progress report for next committee meeting.**

1. Course requirements have been met? Yes [ ]  No [ ]
2. TA requirement has been met? Yes [ ]  No [ ]
3. Satisfactory progress on research project? Yes [ ]  No [ ]
4. Time until for next committee meeting? (max. 12 months):
5. Committee recommends transfer to PhD program? Yes [ ]  No [ ]  N/A [ ]
6. Committee recommends student write thesis? Yes [ ]  No [ ]

Summary of meeting:

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Recommendations for research project:

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Recommendations for training/courses/literature reading:

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Suggested improvements on presentation and/or report:

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Biochemistry and Molecular Biology

**Annual Student Report**

Date of committee meeting:

Date of last committee meeting:

1) Please complete the following (underline new items since last committee meeting), use as much space as needed:

Courses completed with grades:

Publications (published, in press, submitted, in prep, etc):

Conference presentations:

Awards:

Leadership:

Teaching:

Other relevant career developments (i.e. workshops etc...):

Timeline:

## Guidelines for Thesis Progress Report

Maximum length of 5 pages (11+ pts, single spaced) plus appendix with references, figures and tables

### 1. Statement of the Research Problem (1 page)

* Provide a brief scientific introduction to the research problem.
* Provide background information that logically leads to one more hypotheses that will be tested.
* Briefly describe the rationale and significance of the work to be undertaken.

### 2. Research Objectives and Approach (1/2 page)

* State 1-3 specific research objectives in point form.
* Each objective should be a sentence of what you will learn (what data will be acquired).
* Following each objective, provide a short paragraph with the specific approach and expected outcomes.

### 3. Summary of Results (3 pages)

A. Work accomplished in previous years

* For each specific research aim, summarize the major results.
* If the work is published, give the citation.

B. Work accomplished since last committee meeting

* Organized by specific research aim, describe your most recent work.
* Figures and tables can be attached to the appendix.

### 4. Summary of Future Work (1/2 page)

* In point form, list the work to be performed in the coming year.