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| UBC-crest.png | **Department of Biochemistry and Molecular Biology Graduate 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](mailto: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.