



Department of Biochemistry and Molecular Biology
Graduate Student Committee Meeting Report

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

[§]Includes Responsible Conduct of Research course

*If progress is not deemed satisfactory the next meeting must be held within six months and the grad advisor notified at mayor@mail.ubc.ca.

Summary of meeting:

Recommendations for research project:

Recommendations for training/courses/literature reading:

Suggested improvements on presentation and/or report:

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)

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

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

- Υ State 1-3 specific research objectives in point form.
- Υ Each objective should be a sentence of what you will learn (what data will be acquired).
- Υ 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

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

B. Work accomplished since last committee meeting

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

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

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