



## Department of Biochemistry and Molecular Biology Graduate Student Committee Meeting Report

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 ☐

<sup>§</sup>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](mailto: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**

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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.

Biochemistry and Molecular Biology  
**PhD Comprehensive Exam**

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**Form One**  
Suggested Examination Topics and Examiners

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO EXAMINERS:**

Suggested topics for the Comprehensive Exam should relate broadly to the Candidate's research area, ensuring an adequate background to complete a PhD thesis. These topics may evolve around review articles, a series of papers, the background for a relevant technique, and so forth. Topics will be finalized once the external examiner has been assigned. At that time, examiners will provide more specific directives on the topics to the candidate.

**Suggested Examination Topics:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

**Suggested Examiners:**

1) Dr. \_\_\_\_\_

2) Dr. \_\_\_\_\_

3) Dr. \_\_\_\_\_

4) Dr. \_\_\_\_\_

Biochemistry and Molecular Biology  
**PhD Comprehensive Exam**

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**Form Two**

Need for Re-evaluation of the Written Proposal

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to Examination Committee:**

Should the examining committee find the revised written proposal still unacceptable, they should report the reasons below and **return this form to the Graduate Secretary**. The Graduate Program Committee will decide what further actions are required at that point.

**Examination Committee Member and Reasons for a Re-evaluation:**

1.

\_\_\_\_\_  
Dr.

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2.

\_\_\_\_\_  
Dr.

--

3.

\_\_\_\_\_  
Dr.

--

4.

\_\_\_\_\_  
Dr.  
Exam Chair

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Biochemistry and Molecular Biology  
**Comprehensive Exam**

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**Form Three**  
Approval of the Written Proposal

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE TO EXAMINING COMMITTEE:**

By signing this sheet, you are giving your full and unqualified approval to the written proposal. If you have any reservations, ask that the document be revised or modified prior to approval. If there is any problem, please let the Chair of the Examination Committee know well in advance.

**Please print name under signature line.**

**Examination Topics:**

\_\_\_\_\_  
Dr.  
External Examiner

\_\_\_\_\_

\_\_\_\_\_  
Dr.  
Supervisory Committee Member

\_\_\_\_\_

\_\_\_\_\_  
Dr.  
Supervisory Committee Member

\_\_\_\_\_

\_\_\_\_\_  
Dr.  
Examination Chair



Biochemistry and Molecular Biology  
**Comprehensive Examination**

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**Date:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

**Thesis Title:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Satisfactory progress:** ☐

**Unsatisfactory progress:** ☐

**Comments:**

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**Examination Committee Members (please sign and print name)**

\_\_\_\_\_  
Dr.  
Exam Chair

\_\_\_\_\_  
Dr.

\_\_\_\_\_  
Dr.

\_\_\_\_\_  
Dr.