



Department of Biochemistry and Molecular Biology
Graduate Student Committee Meeting Report

Name: _____ Date: _____
Supervisor: _____ Degree program: _____
Committee members: _____ / _____ / _____

The student is responsible for scheduling the meeting and completing the annual and progress reports that must be **distributed to committee members at least one week before the meeting**, along with the last year research progress report (if applicable).

The supervisor is responsible for chairing the committee and completing the committee meeting report (first 2 pages of this document). The chair ensures that adequate feedback is provided to the student (especially points 4, 8-11). The meeting 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**.

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.

7. Summary of meeting:

8. Recommendations for research project

9. Comments and/or advice related to the timeline of the thesis completion:

10. Recommendations for training/courses/literature reading:

11. Suggested improvements on presentation and/or report:

Biochemistry and Molecular Biology
Annual Student Report

Date of committee meeting:

Date of last committee meeting:

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

1. Courses completed with grades:
2. Publications (published, in press, submitted, in prep, etc):
3. Conference presentations:
4. Awards:
5. Leadership:
6. Teaching:
7. Other relevant career developments (i.e. workshops etc...):
8. Long term career goals (optional):
9. Expected graduation date:
10. Proposed 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)

- Y Provide a brief scientific introduction to the research problem.
- Y Provide background information linked to your research project
- Y Present one or more hypotheses that will be tested in your work.
- Y Briefly describe the rationale and significance of the work to be undertaken.

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

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

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

B. Work accomplished since last committee meeting

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

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

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

5. References (1 page), Figures and Tables (3-10 pages)

Biochemistry and Molecular Biology
PhD Comprehensive Exam

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

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.

2.

Dr.

3.

Dr.

4.

Dr.
Exam Chair

Biochemistry and Molecular Biology
Comprehensive Exam

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

