

The Graduate Program in Cell and Developmental Biology

Advisory Committee Report

Students are guided through the CELL Program by an Advisory Committee which must be established and meet within 6 – 7 months of a student's date of admission (i.e. by the end of March following September admission). Thereafter, the Advisory Committee must meet at least once every 12 months to assess the student's progress. At least one week prior to each meeting (except the initial meeting), the student must distribute a brief written progress report to all members of his/her Advisory Committee and prepare a 15 - 20 min oral presentation to be delivered at the meeting. After each meeting, a report detailing the student's progress, signed by the student and all members of his/her Committee, must be forwarded to the [Program Coordinator](mailto:cell.grad@ubc.ca) [cell.grad@ubc.ca].

Name of Student: _____ Student #: _____

Name of Supervisor: _____ Date of entry into CELL: _____

MSc or PhD program? _____ Date of transfer from MSc to PhD (if applicable): _____

Members of the Advisory Committee: _____

(MSc min. 2 members + Supervisor)

(PhD min. 3 members + Supervisor)

Course requirements completed? Yes ___ No ___

Typical students must complete the required course work (to a total of 9 credits) within 12 months of the date of initial registration in the Program. Additional elective courses must be completed within 24 months of the date of initial registration. Doctoral students will not be eligible to take the Comprehensive Examination until the Program's course requirements have been met.

Please list course(s) taken, courses in progress and courses to be taken with anticipated date of completion. Indicate number of credits for each course.

Thesis research proposal approved? Yes ___ No ___

A student's thesis research proposal requires approval by his/her Advisory Committee before the end of the student's first (M.Sc. students) or second (Ph.D. students) year in the Program. For Ph.D. students only: although a detailed research grant proposal is used as a vehicle for the Comprehensive Examination, passing the Comprehensive Examination does not indicate acceptance of the thesis research proposal by the Advisory Committee.

Comprehensive Examination completed? (Ph.D. candidates only) Yes ___ No ___

If "no", provide anticipated date of completion:

A Ph.D. candidate must complete successfully a Comprehensive Written and Oral Examination within thirty-six months of the date of initial registration.

Student admitted to candidacy? (Ph.D. candidates only)

Yes ___ No ___

If "yes", provide date of admission to candidacy:

*The basic requirements for admission to candidacy are that: a) all required course work has been successfully completed; b) the Comprehensive Examination has been passed; c) the thesis proposal has been approved by the student's Advisory Committee; and d) the student's Advisory Committee is satisfied that the student is capable of submitting a competent Ph.D. thesis. **A student who has not been admitted to candidacy within 36 months of the date of initial registration will normally be required to withdraw from the Program; an extension will be permitted by the Dean of G+PS only in exceptional circumstances.***

'Cells' presentation requirement completed?

Yes ___ No ___

Effective the Sept. 2015 intake, students are required to present short talk(s) in the 'Cells' student-led seminar series. M.Sc. students must present at least once, in year 2 / early year 3 of their degree program (i.e. prior to writing up their thesis). Ph.D. students must present at least twice, in year 2 / early in year 3 (i.e. prior to their Comprehensive Exam) and again in year 4 / early in year 5 (i.e. prior to writing up their thesis).

Report of current Advisory Committee Meeting:

Date of meeting: _____

Comments and Action Items (additional pages may be added):

Is the student making satisfactory progress in the CELL Program?

Yes ___ No ___

If progress is unsatisfactory, the Director/Graduate Advisor of the CELL Program must be informed and a formal plan for the correction of any deficiencies must be developed by the student in consultation with the Research Supervisor and Advisory Committee.

Next committee meeting to be scheduled in: _____ months (max. 12)

Advisory Committee has given student permission to write thesis?

Yes ___ No ___

The student and all committee members attending the meeting must sign this form here:

Copy to: Student; Research Supervisor; Advisory Committee members; CELL Program Coordinator.

REVISED: July 2016