**Department of Biology**

**SUPERVISORY COMMITTEE MEETING REPORT**

**NAME**: ……………………………………………………. **STUDENT NUMBER**: ……………………………………………………

**Date of this committee meeting**: ……………………………………..

**Candidate for**: MSc PhD Initial registration in this degree (e.g. Fall 2016) ………………………………….

**Working title of thesis project**: …………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………………………………………….

**Required grad courses**: List here the courses that you have completed for your degree and the marks obtained (where applicable). MSc students must take 4 academic courses (a 70% grade needed in each course). No courses are required for the PhD unless the supervisory committee says otherwise. All graduate students MUST take AODA-800, see <https://www.queensu.ca/hreo/education>

|  |  |  |
| --- | --- | --- |
| **COURSE** | **TERM TAKEN** | **MARK** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Expected timeline to completion of thesis** (feel free to attach a separate page)

|  |  |
| --- | --- |
| **Date** | **Expected work to be completed by this date** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**SAFETY ISSUES** Queen’s University and the Dept. of Biology take safety seriously and we want to ensure that you have had useful training and filled out the required forms. Please check off below as appropriate or explain (under CONCERNS on p 2) when the safety training will be taken.

1. WHMIS course, or Annual WHMIS Refresher Quiz on-line
2. BIOSAFETY RADIATION BOATING safety training
3. FIELD RESEARCH SAFETY PLANNING RECORD
4. Other (give details): ……………………………………………………………………………………………………………………

**Concerns about or highlights of progress to date\*** (attach separate page if needed)

|  |
| --- |
|  |

**Progress to date is rated as**: Satisfactory Unsatisfactory Conditional

In the case of a Conditional or Unsatisfactory rating, a detailed explanation must be attached, with a clear description of requirements for, and the date of, the next committee meeting.

**\*Note:** PhD students are encouraged to undertake their comprehensive (qualifying) exam within their first year. Barring extenuating circumstances, if a student has not completed their comprehensive exam within two years of initial enrollment, the committee is encouraged to mark progress as Conditional. A rating of Conditional is removed if the exam is held within the next term.

**\*Note:** A committee meeting is required to be held within approx. 6 months of the anticipated defence date. For this meeting, the committee must confirm that results are sufficient to complete and defend the thesis.

**Results are sufficient to complete and defend the thesis:** Yes No N/A

**Supervisory Committee**: Please sign at the end of the meeting, indicating your approval of the Progress rating and the other information entered on the form.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Position** | **Name (please print)** | **Signature** |
| 1. | Supervisor |  |  |
| 2. | Biology Faculty Member  (usually from same research area) |  |  |
| 3. | Faculty Member  (from different research area) |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

**Note**: Only members numbered 1, 2 and 3 are required for MSc students, number 3 is usually a Biology faculty member; whereas for PhD students number 3 must be from a different research area inside or outside the department.

Return signed form to the [Biology Graduate Assistant](mailto:biologygradassistant@queensu.ca). Reports with a progress rating of Conditional or Unsatisfactory should also be sent to the [Graduate Coordinator](mailto:biol.gradstudies@queensu.ca).