**Department of Medicine**

**Graduate Student Supervisory Committee Meeting**

**Progress Report**

Please complete this form after every supervisory committee meeting and return to the Department of Medicine (DoM) Graduate Coordinators for the student's file.

*Student information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act in order to administer and maintain students’ graduate programs. Personal information is protected under this Act. If you have any questions, please contact the DoM Graduate Program Advisors at* *domgrad@ualberta.ca**, 780-248-1619, or* *domreas@ualberta.ca**, 780-248-1349.*

COMPLETED BY STUDENT:

Student’s Name (first name LAST NAME):

ID # :

E-mail:

Division:

Supervisor(s):

Supervisory Committee Members:

Date of Supervisory Committee Meeting (MMM-DD-YYYY):

Start Date of Program (Term, Year):

Degree Program: [ ]  MSc

 [ ]  MSc in Translational Medicine

 [ ]  PhD

PhD Candidacy Exam: [ ]  N/A

 [ ]  expected date (MMM-DD-YYYY):

 [ ]  date held (MMM-DD-YYYY):

**MILESTONES see next page**

**MSc Milestones (suggested 2 year timeline; maximum 4 years to complete program)**

Place an X in the column beside each completed item.

|  |  |  |
| --- | --- | --- |
| Year 0 |  | Approval of Supervisor |
|  |  | Approval of Supervisory Committee |
| Years 0, 1, 2 |  | Ethics requirement done |
|  |  | PD requirement done |
|  |  | Coursework done |
| Year 2 |  | Thesis ready |
|  |  | Approval of Examining Committee |
|  |  | Approval of Final Oral Exam (Defense) date |
| Year 2 |  | Final Oral Exam (Defense) completed |
|  |  | Thesis Approval/Program Completion (TA/PC) form sent to FGSR |
| Year 2 |  | Apply for Convocation/Graduation |
|  |  | Thesis submitted to and accepted by FGSR |
|  |  | Convocate! |

**PhD Milestones (maximum 6 years to complete program)**

Place an X in the column beside each completed item.

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| Year 0 |  | Approval of Supervisor |
|  |  | Approval of Supervisory Committee |
| By end of |  | Ethics requirement done |
| Year 3 |  | PD requirement done |
|  |  | Coursework done |
| By end of  |  | Candidacy proposal ready |
| Year 3 |  | Approval of Candidacy Examining Committee and candidacy exam date |
|  |  | Candidacy exam completed |
| By end of  |  | Thesis ready |
| Years 4 - 6 |  | Approval of Examining Committee |
|  |  | Approval of Final Oral Exam (Defense) date |
| By end of  |  | Final Oral Exam (Defense) completed |
| Years 4 – 6 |  | Thesis Approval/Program Completion (TA/PC) form sent to FGSR |
| By end of  |  | Apply for Convocation/Graduation |
| Years 4 – 6 |  | Thesis submitted to and accepted by FGSR |
|  |  | Convocate! |

**Course Summary \***

In chronological order, please list completed courses, then current courses, and finally proposed courses.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Completed course | Current course | Proposed course | Term, Year | Course Number (ex. MED 602) | Course Title | Grade | Credits |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

GPA: \_\_\_\_\_ on \_\_\_\_\_\_\_ credits (example: 3.5 on 9 credits )

**Awards/Scholarships \***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Amount** | **Duration** | **International** | **TriCouncil (CIHR, NSERC, SSHRC)** | **National** | **Provincial** | **U of A** | **Other (specity)** |
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**Presentations \***

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | **Date** | **International** | **TriCouncil (CIHR, NSERC, SSHRC)** | **National** | **Provincial** | **U of A** | **Other (specity)** |
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**Publications \***

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**Other activities (e.g. teaching, patents, etc.) \***

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\* Add additional pages if necessary.

COMPLETED BY SUPERVISOR AT COMMITTEE MEETING:

Purpose of meeting (course selection, proposal review, data analysis consultation, thesis preparation, etc.):

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| --- |
|  |

Research progress since last meeting:

|  |
| --- |
|  |

Committee recommendations (please comment on future goals; provide timelines where necessary):

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| --- |
|  |

SUPERVISOR’S ASSESSMENT OF STUDENTS PROGRESS

Assessment should include performance on coursework, progress on research work, and in seminars and/or meetings.

Place an X in the appropriate column.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Coursework:** |  | **Complete** |  | **More coursework required** |
| **2. Research:** |  | **Satisfactory** |  | **Unsatisfactory** |
| **3. Participation:** |  | **Satisfactory** |  | **Unsatisfactory** |
| **4. Ethics requirement (8 hours):** |  | **Complete** |  | **In progress** |
| **5. Professional Development requirement  (8 hours and Individual Development  Plan) :** |  | **Complete** |  | **In progress** |

Supervisor’s Comments (optional)

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|  |

Student’s Comments (optional)

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SIGNATURES

|  |  |  |  |
| --- | --- | --- | --- |
|  | Print name | Signature | Date |
| Student |  |  |  |
| Supervisor |  |  |  |