



## Report on Supervisory Committee Meeting

This form is to be completed by the Chair, during or immediately following the meeting, and sent to the Program Manager ([wach.program@ubc.ca](mailto:wach.program@ubc.ca)) for distribution to student, committee members, and Program Co-Directors.

**Student name:**

**Student number:**

**Program (MSc/PhD):**

**Date of initial registration:**

**Financial support (amount, source):**

### Meeting

**Date:**

**Time:**

**Location:**

### **Supervisory Committee Members**

*Please record full names as present or absent.*

	Present	Absent
<b>Supervisor</b>		
<b>Chair</b>		
<b>Member</b>		
<b>Member</b>		
<b>Member</b>		

**Title of research project:**

**Has a research proposal and/or progress report been submitted to the committee?**

Yes

No

**Has the research proposal been approved?**

Yes

No

**Has the plan for graduate coursework been prepared or completed?**

Yes

No



**Recommendations from committee, re: research plan:**

**Other recommendations:**

*Changes to committee composition, comprehensive examination planning, change of program, recommended courses, etc.*

**What is the expected date of completion of the student's research project?**

*It is the program's expectation that work on the thesis research project will be completed within 2 years for MSc students and 5 years for PhD students. If the committee believes longer is needed, please include rationale.*

**What is the expected date of the next supervisory committee meeting?**

*Supervisory committee meetings should meet at least annually, or if needed, more frequently.*

**Chair's comments:**

**Signature**

**Date**