

ZOOLOGY GRADUATE STUDENT COMMITTEE MEETING FORM

Meeting Date: _____

Name: _____ Program: MSc ☐ PhD ☐ Program Start Date: _____

E-mail: _____ Supervisor name: _____

Is student currently receiving salary support that meets the minimum Zoology requirements? ☐ Yes ☐ No

Overall student progress, judged relative to their stage in the program:

☐ Exceeding expectations

☐ Meeting Expectations

☐ Concern noted (examples at end of form)

- If “Concern noted” is selected, the committee must determine whether the next committee meeting will occur within three or six months.

Next meeting must occur: ☐ within three months ☐ within six months

- Clear milestones and timelines must be established for defining satisfactory progress at the next committee meeting. At the follow-up committee meeting, progress must be deemed either meeting expectations or unsatisfactory.

☐ Unsatisfactory

- If “Unsatisfactory” is selected, the committee must meet with the graduate program advisors to explain the situation.
- The graduate program advisors will meet separately with the student to obtain their perspective.
- Unsatisfactory progress may result in loss of funding or removal of the student from the graduate program. This decision is at the discretion of the graduate program advisors.

Evidence of student progress (and areas of concern, if any – see end of form for examples)

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Suggestions from the committee (e.g., recommended readings, ideas for experiments or analyses)

For Proposal Defence meetings only:

Proposal Accepted by Committee ☐ Yes ☐ No* Tentative Comprehensive Exam date: _____

*When revisions are completed and approved by the committee, please complete the [Thesis Proposal Approval form](#).

For Transfer to PhD program only:

Approved by Committee to transfer into PhD program ☐ Yes ☐ No
(Include evidence supporting transfer in the "Student Progress" box)

Supervisory Committee:

Names:

Zool ☐ Zool ☐ Zool ☐ Zool ☐

Signatures:

Graduate Advisor Signature: _____

NOTE: After the meeting, this form must be submitted to the Zoology Graduate Program (zool.gradprgm@ubc.ca)

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Examples of reasons to select “concern noted”:

- Required program elements not completed in a timely manner (e.g., safety or other trainings, courses, written proposal defense, or comprehensive exam)
- Not keeping sufficient work hours to proceed through the program at a reasonable pace
- Irregular attendance or unexplained absences from activities such as lab meetings or meetings with the supervisor
- Lack of adequate progress on research tasks and milestones
- Unwilling or unable to share raw data or analyses with supervisor and/or colleagues
- Poor documentation of work (inadequate lab notebooks; poorly documented code; poor archiving of raw data etc.)
- Careless or unsafe work in the lab or field
- Not meeting safety or animal care standards
- Poor command of the literature or background of the research area (as appropriate given the stage in the program)
- Academic misconduct (plagiarism, data manipulation, etc.)