

**School of Biomedical Engineering  
Graduate Student Supervisory Committee Meeting  
Assessment Form**

**Date of Meeting:** \_\_\_\_\_

**Purpose of Meeting:**    *Progress Meeting*     *Proposal Meeting*

**Student Name:** \_\_\_\_\_

**Thesis Title:** \_\_\_\_\_  
\_\_\_\_\_

**Committee Members:**

| <i>Name</i>                                   | <i>Signature</i>        |
|---|-------------------------|
| <i>Chair:</i> _____                           | _____                   |
| <i>Supervisor(s):</i> _____<br>_____          | _____<br>_____          |
| <i>Other Members:</i> _____<br>_____<br>_____ | _____<br>_____<br>_____ |

**Brief Student Record:**

*Date of first registration:* \_\_\_\_\_

*Date of last committee meeting:* \_\_\_\_\_

*Abstracts/Papers arising from thesis* \_\_\_\_\_

**Course Record:**

|       | <i>in progress</i>       | <i>grade</i> |
|-------|--------------------------|--------------|
| _____ | <input type="checkbox"/> | _____        |
| _____ | <input type="checkbox"/> | _____        |
| _____ | <input type="checkbox"/> | _____        |
| _____ | <input type="checkbox"/> | _____        |
| _____ | <input type="checkbox"/> | _____        |
| _____ | <input type="checkbox"/> | _____        |

**Summary of Committee's Assessment of Student's Progress:**

*(mark one box for each category)*

|  | <b>Excellent<br/>(4)</b> | <b>Good<br/>(3)</b> | <b>Satisfactory<br/>(2)</b> | <b>Unsatisfactory<br/>(1)</b> |
|--|--------------------------|---------------------|-----------------------------|-------------------------------|
| <b>Critical Analysis</b>                   |                          |                     |                             |                               |
| <b>Design of Research<br/>Projects</b>     |                          |                     |                             |                               |
| <b>Problem Solving</b>                     |                          |                     |                             |                               |
| <b>Laboratory / Theoretical<br/>Skills</b> |                          |                     |                             |                               |
| <b>Originality / Creativity</b>            |                          |                     |                             |                               |
| <b>Industriousness</b>                     |                          |                     |                             |                               |
| <b>Independence</b>                        |                          |                     |                             |                               |
| <b>Communication: Oral</b>                 |                          |                     |                             |                               |
| <b>Communication:<br/>Written</b>          |                          |                     |                             |                               |
| <b>Research Potential</b>                  |                          |                     |                             |                               |

Overall Numerical Score (out of 40): \_\_\_\_\_

Actions required before next meeting: \_\_\_\_\_

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**Committee recommendation:**

*The candidate ...*

\_\_\_\_\_ *may proceed (Assessment  $\geq$  20/40)*

\_\_\_\_\_ *may begin to write thesis*

\_\_\_\_\_ *has not demonstrated adequate progress (Assessment  $<$  20/40).*

***Failure to demonstrate satisfactory progress by next committee meeting may result in termination of programme.***

\_\_\_\_\_ *has not demonstrated adequate progress for a second time*

*(Assessment  $<$  20/40). Student's programme should be terminated.*

**Next Advisory Committee meeting should be held:**

\_\_\_\_\_ *in three (3) months during the week of* \_\_\_\_\_

\_\_\_\_\_ *in six (6) months during the week of* \_\_\_\_\_

\_\_\_\_\_ *in nine (9) months during the week of* \_\_\_\_\_

**FOR THE STUDENT:**

**This committee report has been discussed with me by the Chair and accurately reflects discussions and recommendations highlighted at this meeting of my advisory committee.**

*Signature of student:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Additional comments by student or committee:** \_\_\_\_\_

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