

**DEPARTMENT OF MICROBIOLOGY AND IMMUNOLOGY  
ADVISORY COMMITTEE MEETING FORM**

**PART A: To be filled out by student.**

**A copy of part A, including the written Advisory Committee Report, is to be provided to Advisory Committee members at least one week prior to the committee meeting. Include publication and abstract list in this report.**

Student Name: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Candidate for Degree of: PhD            MSc

If you are currently an MSc candidate, are you considering PhD studies?    Yes            No

Program Start Date (Month/Year): \_\_\_\_\_

Anticipated Completion Date (Month/Year): \_\_\_\_\_

Committee Meeting Number: \_\_\_\_\_

Committee Members

Date of most recent Pathfinder submission: \_\_\_\_\_

Course Work (Indicate courses being taken and completed):

Research Project Title:

Brief summary of progress made to date (also attach the detailed advisory committee report):

**PART B: To be filled out during the meeting by the Advisory Committee.**

Specific recommendations of the committee (e.g. suggested courses, research priorities, problems to solve, write up thesis):

**Evaluation of student (since last meeting):**

**Please ask the student to leave the room while the committee discusses their evaluation.**

Was a written report by the student given to the committee? Yes No

	unsatisfactory	satisfactory
Familiarity with the subject of research		
Progress in research		
Course work		

**Students receiving two consecutive unsatisfactory ratings will be required to meet with the Graduate Studies Committee for an interview regarding their lack of progress. The consequences of consistent failure to progress may include a request to withdraw from the graduate program.**

If performance in any area listed above is deemed unsatisfactory, provide relevant details below:

Describe the process of remediation if any of the above components are deemed unsatisfactory:

**Once the section above is complete, please invite the student back into the room and discuss the committee's evaluation.**

**PART C: Next Steps**

Experimental work completed/permission to write thesis? Yes No

For M.Sc and Pre-Candidacy PhD students, two meetings are required per year at ~six month intervals

**Note: The committee can choose for the Candidacy Exam to replace one Committee Meeting. Following successful completion of the Exam, the Committee can elect for up to a 12mo interval between advisory meetings.**

Candidacy Exam Complete? Yes Date No N/A

Date of Next Meeting (if applicable)

If permission to write has been granted, the supervisor will first read the thesis and subsequently the advisory committee member below will read and approve the thesis.

The student will provide a thesis to the above mentioned advisory committee member by :

**Signatures** (to be done upon completion of forms:  
Upon signing this, I acknowledge reading this completed form.

Advisory Committee Members:

Supervisor(s):

Student:

**Return completed form to the Graduate Coordinator, Department of Microbiology & Immunology within one week of the Advisory Committee meeting.**