

*Medical Biophysics Graduate Program  
Regulations & Guidelines  
for the  
Advisory Committee Meetings*

Version: January 2026

### **Purpose of the Advisory Committee**

The Advisory Committee is established to provide ongoing academic guidance, mentorship, and oversight of the trainee's research progress. The committee supports the trainee in maintaining appropriate scope, rigor, and direction of the research program, assists with identifying and addressing challenges, and ensures timely progress toward degree completion. The Advisory Committee also serves as an additional point of accountability and support beyond the supervisor.

### **Frequency and Format of Advisory Committee Meeting**

Advisory Committee Meetings (ACMs) will occur **every six (6) months** throughout the trainee's program. Meetings will alternate between the following formats:

#### 1. Short ACM (30 minutes)

- Informal progress discussion
- Slides can be presented (optional)
- No written progress report required
- Focus on recent progress, immediate challenges, and short-term plans

#### 2. Full ACM (Progress Review)

- Includes a formal progress update
- A **written progress report** must be submitted to all Advisory Committee members **at least one (1) week prior** to the meeting
- An oral presentation with slides to guide the discussion of the report **is required**

Discuss with your supervisor the expectations of this report but the focus overall should be on research progress, milestones achieved, challenges encountered, and plans for the next period.

- Brief summary of research objectives (current project)
- Progress since the previous Full ACM
- Results obtained and interpretation
- Challenges and mitigation strategies
- Planned work for the next review period (next 6 months)
- Updated timeline toward degree milestones (as appropriate)

## **Advisory Committee Meeting Documentation**

At each **Full ACM**, the **Advisory Committee Meeting Report Form** must be completed.

- The form is completed by the **Supervisor**
- The current form is available at:
  - [https://www.schulich.uwo.ca/biophysics/graduate/current\\_students/Advisory-Committee-Meeting-Form-20201.pdf](https://www.schulich.uwo.ca/biophysics/graduate/current_students/Advisory-Committee-Meeting-Form-20201.pdf)

### **As of 2026:**

- The Supervisor(s) must **identify which Advisory Committee members were present at the meeting**
- The Supervisor(s) may sign the form **on behalf of the entire Advisory Committee**

The completed form should be emailed to [askmbp@schulich.uwo.ca](mailto:askmbp@schulich.uwo.ca). Forms will be retained in the trainee's academic file and uploaded onto Pathfinder (SGPS).