Neuroscience Graduate Program **MSc** Advisory Committee Meeting Report

Student Name: _____ Program Start (mm/yyyy): _____

Supervisor(s): _____

Program Representative: _____

Advisory Committee Members: _____
(**Indicate anyone NOT in attendance with NIA**)

Collaborative Specialization (if applicable): n/a

Dates of past & present meetings (mm/dd/yyyy):

1st _____ (within first term) 2nd _____ (after 6 months) 3rd _____ (12 months) *4th _____ (~18 months)

***Complete Pages 6 & 7**

NOTE: 1st meeting within the first term, then every 6 months thereafter. Can occur earlier, if requested.

Milestones / Courses COMPLETED:		YES	In t[illegible]	NO	default
ACADINTEG - SGPS Academic Integrity Module milestone		☐	☐	☐	◉
INTROBIORE - Introduction to Biomedical Research milestone		☐	☐	☐	◉
NEURO 9500 - Principles of Neuroscience course	Grade:	☐	☐	☐	◉
0.5 Elective course (1 req'd): _____	Grade:	☐	☐	☐	◉
MSCNEUROS1 – MSc Seminar Series: Perspectives in Neuroscience 1		☐	☐	☐	◉
MSCNEUROS2 - MSc Seminar Series: Perspectives in Neuroscience 2		☐	☐	☐	◉
M THESIS – Master's Thesis	Expected Completion Term (mm/yyyy): _____				

STUDENT: Complete the section above, as well as the Student Self Reflection on Page 2. Send it to your committee, along with your written report AND your previous meeting report (if applicable). These documents should be sent at least one week in advance of your meeting.

IMPORTANT: Student OR program representative must submit the completed & signed meeting report to the Neuroscience office at neuroscience@uwo.ca within 48-hours of meeting. The student should receive and retain a copy of the completed meeting report.

Course Recommendations (if any): _____

Progress: ☐ Meeting Expectations ☐ Needs Improvement (enter comments on pages 3 & 4) ◉ default

Signatures:

_____ Student (required) _____ Supervisor (only required IF Needs Improvement) _____ Program Rep (required)

STUDENT SELF-REFLECTION

Complete prior to meeting. Use as cover page for pre-meeting report, along with GANTT chart (refer to program website)

The preliminary title of my thesis is:

The most significant accomplishments since my last meeting have been:
(Include conference abstracts, publications, presentations, any grants / awards / scholarships received, or any other significant details)

Have there been roadblocks that prevented you from meeting your goals?
If so, how did you overcome them?

Do roadblocks still exist? If so, how can the committee help you?

Is there additional information that you feel the committee should be made aware of?

Is there a clear hypothesis / are there clear objectives? ☐ Yes ☐ No ◉ default

Does the student have a good grasp of the project? ☐ Yes ☐ No ◉ default

Additional comments on project:

Progress:

Has the student made sufficient progress since the last meeting? ☐ Yes ☐ No ◉ default

Has anything unexpected affected the student's progress? ☐ Yes ☐ No ◉ default

If **yes**, please explain:

Additional comments on progress:

What are the suggested / anticipated milestones before the next meeting? Please specify:

Next Meeting: Date / time of next meeting is expected to be scheduled before concluding the current meeting.

Not required to complete the following pages FOR 1st MEETING

Communication & Academic Development:

Was the written report well organized and submitted to committee members in a timely manner?	☐ Yes	☒ No	○ default
Did the student bring all forms and the last report to this meeting?	☑ Yes	☐ No	○ default
Did the report and presentation communicate the background, recent data, interpretation, and proposed work?	☐ Yes	☐ No	◉ default
Is the student's conference abstract / presentation / publication record adequate for their level?	☐ Yes	☒ No	○ default
Is additional course work and/or self-study needed for the academic development of the student? If Yes, please explain below.	☐ Yes	☐ No	◉ default

Comments and suggestions:

Background Knowledge:

Does the student have good knowledge of their field and the current literature?	☐ Yes	☐ No	◉ default
Does the student have a good understanding of the relevance of the project in this field?	☐ Yes	☐ No	◉ default
Does the student have sufficient understanding of the techniques being used and to be used?	☐ Yes	☐ No	◉ default

Comments and suggestions:

COMPLETE THIS PAGE only if requesting a Transfer from MSc to PhD

Students who show **exceptional promise** in their research may wish to consider transferring directly into the Doctoral program without completing their Master's degree.

- Students must receive a recommendation from their advisory committee at a **qualifying meeting** to transfer into the PhD program
- Final approval of all transfers is granted by the Neuroscience Graduate Program Director and / or the Neuroscience Program Committee after submission of the advisory committee meeting report

The following criteria must be met to be considered for a direct transfer into the PhD program:

- Neuro 9500 course must be completed
- Request must be received and approved prior to the end of the fifth term of MSc study
- *NOTE: Students should normally complete a minimum of **three** MSc terms before requesting a transfer*

Student is requesting a direct transfer from Master to PhD? ☐ Yes ☐ No ◉ default
(If YES, student must present a plan for PhD research AND either a draft manuscript or a written report on their completed Master's work)

Committee Assessment of MSc work to date and PhD proposal:

- Was a draft manuscript or written MSc work provided? ☐ Yes ☐ No ◉ default
- Has MSc progress to date been exceptional? ☐ Yes ☐ No ◉ default
- Is the student able to communicate theoretical, technical and scientific concepts clearly and logically, both orally and in writing? ☐ Yes ☐ No ◉ default
- Has the student demonstrated critical thinking skills? ☐ Yes ☐ No ◉ default
- Is the PhD research proposal reasonable, organized and logical? ☐ Yes ☐ No ◉ default

Advisory committee recommends a direct transfer from Master to PhD? ☐ Yes ☐ No ◉ default
(If YES, student should complete a **Transfer from MSc to PhD form** and submit it to the Neuroscience office at neuroscience@uwo.ca for approval and signatures)

Comments:

NOTE: The student will be asked to leave the meeting to allow the advisory committee time to discuss the information presented and determine if a transfer will be recommended.

Refer to SGPS website: **https://grad.uwo.ca/academics/registration/masters_to_doctoral_transfer.html**

COMPLETE PAGES 6 & 7 FOR FINAL MEETING ONLY

Thesis Title:

Thesis Reader(s):
(Reviews preliminary thesis before submission to SGPS)

If committee agrees to waive the requirement to have a thesis reader, explain why:

NOTE: All examiners must be free of substantial conflict of interest from the student and/or supervisor.
Refer to **Section 1.9** of SGPS document **Procedure for Thesis Examinations and Final Submission**

Program examiners (2 required): One examiner may be from the student's advisory committee. Both examiners must be current members of the Neuroscience Program and be at arm's length from the supervisor. Please also provide at least one alternate Program examiner.

Name	Home Department	Expertise
Alternate Examiner		
Alternate Examiner		
Alternate Examiner		

University Examiner (1 required): Must be from outside of the supervisor's home department and be at arm's length from the supervisor. Please also provide at least one alternate University examiner.

Name	Home Department	Expertise
Alternate Examiner		
Alternate Examiner		

*If from outside Western, the Neuroscience Director must nominate for non-core limited membership in SGPS.

Anticipated timeline for preliminary thesis submission (if known)**:**

Anticipated timeline for MSc thesis defense (if known)**:**

Note: Preliminary thesis must be submitted to SGPS a minimum of 4 weeks prior to the oral defense.

In preparation for the student's thesis defense, the Neuroscience program office will:

- seek approval of examiners
- contact examiners to determine their ability to participate (once approved)
- co-ordinate thesis exam scheduling
- seek an exam chair
- submit signed thesis exam form to SGPS
- schedule a meeting room or Zoom conference call
- communicate any required information to exam participants

RESOURCES

Neuroscience - Preparation of Thesis:
http://www.schulich.uwo.ca/neuroscience/graduate/policies_and_guidelines/preparation_of_thesis.html

SGPS Thesis Guide:
https://grad.uwo.ca/academics/thesis/index.html