

Student Name:

Program Start (mm/yyyy):

Supervisor(s):

Program Representative:

Advisory Committee Members:

(Indicate anyone NOT in attendance with NIA)

Collaborative Specialization (if applicable):

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

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_  
 (within first term)

5<sup>th</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_ 7<sup>th</sup> \_\_\_\_\_ \*8<sup>th</sup> \_\_\_\_\_

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

**Milestones / Courses COMPLETED:**

YES <sup>In</sup>h **NO** default

ACADINTEG - SGPS Academic Integrity Module milestone

INTROBIORE - Introduction to Biomedical Research milestone

NEURO 9500 - Principles of Neuroscience [course](#) Grade:COMPASSESS - PhD [Comprehensive Assessment](#) milestoneNEURO 9601 - Grant Writing [course](#) Grade:PHDNEUROS1 – PhD year 1 [Neuroscience Seminar](#) milestone

PHDNEUROS2 - PhD year 2 Neuroscience Seminar milestone

PHDNEUROS3 - PhD year 3 Neuroscience Seminar milestone

PHDNEUROS4 - PhD year 4 Neuroscience Seminar milestone

\*\*PHDNEUROS5 - PhD year 5 Neuroscience Seminar milestone

PHDTHESIS – Doctoral [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](mailto:neuroscience@uwo.ca) within 48-hours of meeting. The student should receive and retain a copy of the completed meeting report.

**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?

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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 1<sup>st</sup> 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:**

## COMPREHENSIVE ASSESSMENT (2 pages)

The [comprehensive assessment](#) milestone should be completed within the first 16 months (4 terms) of PhD registration. For Direct Entry PhD students (entering without a master's) this is extended to 28 months (7 terms).

This appears as a pass/fail milestone on the student's record. It consists of three separate exercises:

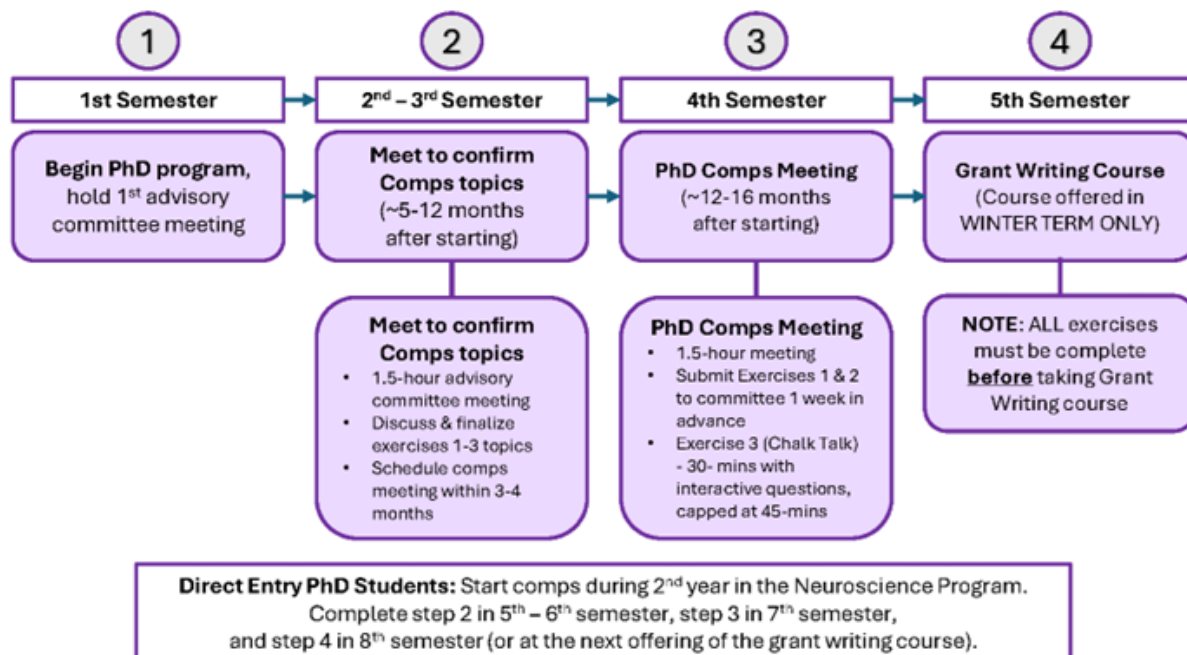
- [Exercise #1](#): Domain Specific Essay or Review (2500-3000 words)
- [Exercise #2](#): Public Communication
- [Exercise #3](#): Chalk Talk

Students may be asked to repeat a particular exercise if the committee feels there are still gaps in knowledge or skill set. All three exercises **MUST** be completed before enrollment in Neuroscience 9601 Grant Writing [course](#) (offered in the winter term ONLY).

The topics chosen must be discussed in advance and approved by the student's advisory committee. Topics **can** be similar to the student's thesis topic. A **1.5-hour meeting** with the advisory committee must be scheduled within 3-4 months of finalizing the topics. This meeting is meant to assess comprehensive topics only. It is suggested that a meeting date be set as soon as the topics are finalized.

Final drafts of Exercises 1 and 2, along with a pre-filled [PhD Comprehensive Assessment Meeting Report](#) must be submitted to the advisory committee at least one-week in advance of the comprehensive assessment meeting. In this meeting, the student gives the chalk talk (prepared for 30 minutes, capped at 45 minutes total, with interactive questions).

### SAMPLE TIMELINE:



**COMPREHENSIVE ASSESSMENT (2 pages)****APPROVED TOPICS**

**Exercise #1:** Domain Specific Essay or Review (2500-3000 words)

Topic:

**Exercise #2:** Public Communication

Topic:

**Exercise #3:** Chalk-talk (30-mins, capped at 45-mins total, w/interactive questions)

Topic:

Planned COMPS Meeting Date:

**NOTE:** A **1.5-hour meeting** with the advisory committee must be scheduled within 3-4 months of finalizing the comps topics. This meeting is meant to assess comprehensive topics **only**. It is suggested that a meeting date be set as soon as the topics are finalized.

Final drafts of Exercises 1 and 2, along with a pre-filled [PhD Comprehensive Assessment Meeting Report](#) must be submitted to the advisory committee at least one-week in advance of the comprehensive assessment meeting. In this meeting, the student gives the chalk talk (prepared for 30 minutes, capped at 45 minutes total, with interactive questions).

COMPLETE PAGES 7 & 8 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.

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

Name	Home Department	Expertise
Alternate Examiner		
Alternate Examiner		

**EXTERNAL Examiner (1 required):** A faculty member from another University who is not associated or affiliated with Western. Must be at arm's length from the supervisor. Please also provide at least one alternate.

Name	Institution	Expertise
Alternate Examiner		
Alternate Examiner		

**How will the external examiner participate** (in-person or virtually)? Note that travel costs will be the responsibility of the supervisor.

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

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

**Note:** Preliminary thesis must be submitted to SGPS a minimum of 5 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](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>