

Neuroscience Graduate Program - Advisory Committee Meeting Report

PhD

Student Name: _____

Supervisor(s): _____

Program Representative: _____

Advisory Committee Members: _____

Collaborative Specialization (if applicable): _____

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

1st _____ 2nd _____ 3rd _____ 4th _____

5th _____ 6th _____ 7th _____ 8th _____

(1st meeting within first term, then every 6-9 months thereafter, or when requested by student or supervisor. Comprehensive assessment should be completed no later than 18 months after registration.)

STUDENT: Please complete the top half of this page, the completed/in progress course work, as well as page 2 in advance of your meeting. Send it to your committee with your written report along with your previous meeting report (if applicable).

IMPORTANT: Student or program representative submits the completed form to the Neuroscience office following the meeting and the student receives and retains a copy.

Course work: ☐ complete (except seminar milestone) Cumulative Avg % ☐

In Progress: _____

Comprehensive Assessment Completed? Yes ☐ No ☐

Remaining (Recommendations?): _____

Progress: ☐ Meeting Expectations ☐ Needs improvement (enter comments on pg 3&4)

Signatures (Supervisor/Advisor signatures waived for virtual meetings. Note anyone not in attendance - NIA):

Student

Supervisor

Program Representative

Advisor

Advisor

Advisor

STUDENT SELF-REFLECTION

(Completed prior to meeting. Used as cover page for pre-meeting report, along with GANTT chart: refer to [website](#))

The preliminary title of my thesis is:

The most significant accomplishments since my last meeting have been:

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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Project:

Is there a clear hypothesis / are there clear objectives?

☐ Yes

☐ No

Does the student have a good grasp of the project?

☐ Yes

☐ No

Additional Comments on project:

Progress:

Has the student made sufficient progress since the last meeting?

☐ Yes

☐ No

☐ N/A

Has the student's progress been impacted by **COVID-19**?

☐ Yes

☐ No

☐ N/A

If **yes**, please explain:

Additional Comments on Progress:

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

Date of next meeting. If possible, please set the date/time for the next meeting or provide expected timeframe.

DO NOT COMPLETE THIS PAGE FOR 1st MEETING

Communication & Academic Development:

Was the written report well organized and submitted in a timely fashion to the committee members? ☐ Yes ☐ No

Did the student bring all forms and the last report to this meeting? ☐ Yes ☐ No

Did the report and presentation communicate the background, recent data, interpretation, and proposed work? ☐ Yes ☐ No

Is additional course work and / or self-study needed for the academic development of the student? ☐ Yes ☐ No

Is the students conference abstract / presentation / publication record adequate for his / her level? ☐ Yes ☐ No

Comments and suggestions:

Background Knowledge:

Does the student have good knowledge of their field and the current literature? ☐ Yes ☐ No

Does the student have a good understanding of the relevance of the project in this field? ☐ Yes ☐ No

Does the student have sufficient understanding of the techniques being used and to be used? ☐ Yes ☐ No

Comments and suggestions:

COMPREHENSIVE EXAM (Optional method for students who entered the program BEFORE September 2022) – 2 pages

When is the suggested date for a comprehensive exam (to be completed within first 18 months of registration)?

What type of comprehensive exam is wanted by the student? ☐ Classic ☐ Grant Writing

Option #1 CLASSIC

Examiners (3 required): Members of the Advisory Committee, excluding the supervisor, and faculty that are not members of the neuroscience program may serve on the examination committee. Examiner must be free of substantial conflict of interest from the student and/or supervisor. Please also provide one alternate.

Name	Home Department	Topic
Alternate Examiner		
Alternate Examiner		

Current thesis topic:

A chair for the oral exam will be assigned by the Program Office.

STUDENTS, PLEASE CONSULT:

http://www.schulich.uwo.ca/neuroscience/graduate/policies_and_guidelines/comprehensive_examination_for_phd_students.html

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Option #2 GRANT WRITING

Mentors: One or more mentors may be selected by the student in consultation with the supervisor and may include the supervisor but not the examiners.

1. _____
2. _____

Current thesis topic:

Proposed topic for comprehensive exam:

Examiners (3 required): Members of the Advisory Committee, excluding the supervisor, and faculty that are not members of the neuroscience program may serve on the examination committee. Examiner must be free of substantial conflict of interest from the student and/or supervisor. Please also provide one alternate.

Name	Home Department	Expertise
Alternate Examiner		
Alternate Examiner		

Please use reverse side for additional space (if required)

A chair for the oral exam will be assigned by the Program Office.

STUDENTS, PLEASE CONSULT:

http://www.schulich.uwo.ca/neuroscience/graduate/policies_and_guidelines/comprehensive_examination_for_phd_students.html

COMPREHENSIVE ASSESSMENT (NEW method required for students who enter the program as of September 2022) – 2 pages

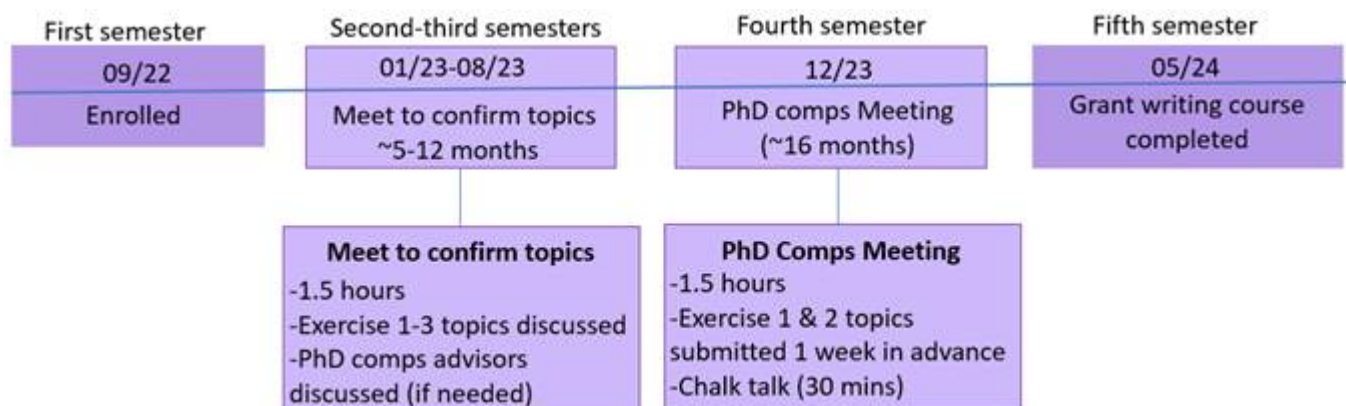
The assessment should be completed within the first 16 months (4 terms) of registration. For Direct Entry PhD students (entering without a master's) this is extended to 28 months (7 terms).

This assessment will appear as a pass/fail milestone on the student's record. Examiners and mentors are not required. Students are able to repeat a particular exercise if the committee feels there are still gaps in knowledge or skillset. All three exercises **MUST** be completed before enrollment in Neuroscience 9601B – Grant Writing (offered in the winter term only).

Topics chosen do not require program approval and **can** be similar to the student's thesis topic. A 1.5 hr meeting with the advisory committee is scheduled within 3-4 months of finalizing the topics. It is suggested that a meeting date is set once topics are finalized.

Final drafts of Exercises 1 and 2 must be submitted to the advisory committee 1 week in advance of this meeting. In this meeting, the student gives the chalk talk (prepared for 30 minutes, capped at 45 min total with interactive questions).

SAMPLE TIMELINE:



Comprehensive Assessment Meeting Date:

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

Completed

Topic:

Committee Feedback:

Exercise #2 Public Communication

Completed

Topic:

Committee feedback:

Exercise #3 Chalk-talk

Completed

Topic:

Committee feedback:

STUDENTS, PLEASE CONSULT:

https://www.schulich.uwo.ca/neuroscience/graduate/policies_and_guidelines/comprehensive_assessment_for_phd_students/index.html

COMPLETE THESE THREE PAGES ONLY IF FINAL MEETING

Thesis Title:

Thesis Reader (document reviewed before submission to SGPS):

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

All examiners must be free of substantial conflict of interest from the student and/or supervisor (refer to SGPS [Regulation 8.4.2.1](#)).

Program examiners (2 required): One examiner can be in the student’s advisory committee. Both examiners must be [current members](#) of the Neuroscience Program. Please also provide at least one alternate.

Name	Home Department	Expertise
Alternate Examiner		
Alternate Examiner		

Please use reverse side for additional space (if required)

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

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

Name	Home Department	Expertise
Alternate Examiner		
Alternate Examiner		

Please use reverse side for additional space (if required)

External Examiner (1 required): Normally a faculty member from another University. Examiner must not be associated or affiliated with Western and must be at arm's length from the supervisor. Please also provide one alternate.

Name	Institution	Expertise
Alternate Examiner		
Alternate Examiner		

How will the external examiner participate (in attendance or web conference)? Travel costs in excess of \$500 to be covered by the supervisor.

Anticipated timeline for preliminary thesis submission (if known):

Please note: Preliminary thesis must be submitted to SGPS a minimum of **6 weeks** prior to the oral defense.

Anticipated timeline for PhD thesis defense (if known):

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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
- submit signed thesis exam form to SGPS
- schedule a meeting room or Zoom conference call
- communicate any required information to exam participants

Note: For PhD thesis exams SGPS will assign an exam chair.

STUDENTS, PLEASE CONSULT:

http://www.schulich.uwo.ca/neuroscience/graduate/policies_and_guidelines/preparation_of_thesis.html