# Neuroscience Graduate Program - Advisory Committee Meeting Report

Name: ___________________________  Student Number: ___________________

Supervisor(s): ____________________________________________________________

**Student:** Please print this form, prefill all information on first page as far as possible, and bring it to the meeting, along with a copy of the report from last meeting (except 1st).

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

**Dates of past & present meetings:**

- **Masters:**
  - 1st: ________________  2nd: ________________  3rd: ________________  4th*: ________________
    - (first 3 months)  (after 6-9 months)  (12-15 months)  (~18 months*)
  - *permission to write/examiners, or switch to PhD (see page 4)

- **PhD:**
  - 1st: ________________  2nd: ________________  3rd: ________________  4th: ________________
  - 5th: ________________  6th: ________________  7th: ________________  8th: ________________
    - (1st within 3 months, then every 6-9 months, or whenever requested by student or supervisor)
    - PhD students are required to take a comprehensive exam within 18 months of registration – see pages 5-6. Permission to write/examiners – see pages 7-8

**Advisory Committee Members:**

________________________________________  ___________________________

Program Representative at present meeting: ________________________________

**Course work:**

- Complete (except seminar course)  In progress  Cumulative %

Completed: ___________________________  In Progress: ___________________________

Remaining (Recommendations?): ____________________________________________

________________________________________________________________________

**Progress:**

- satisfactory  unsatisfactory  n/a (1st meeting)

**Signatures:**

________________________________________  ___________________________

Student  Primary Supervisor  Program Representative

________________________________________  ___________________________

Advisor  Advisor  Advisor
Project:
What is the preliminary title of the thesis?

Is there a clear hypothesis/are there clear objectives?  □ Yes  □ no
Does the student have a good grasp of the project?  □ Yes  □ no

Comments:

Progress:
Has the student made sufficient progress since the last meeting?  □ Yes  □ no  □ (1st)

Comments:

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

Date of next 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 student's 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:
PLEASE PRINT THESE TWO PAGES ONLY IF > 15 MONTHS FOR MASTERS

Direct transfer from Master to PhD prior to completion of Master’s recommended? ☐ Yes ☐ No

(If yes, student should present a plan for PhD research before their last term of the transfer year and either a draft manuscript or a written report on their completed Master’s work)

OR:

Permission to write? ☐ Yes ☐ No

Thesis Reader: ____________________________________________

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 8.5.2.1).

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 one alternate.

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

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Thesis Title:

______________________________________________________________________________
______________________________________________________________________________

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

## Comprehensive Exam

When is the suggested date for a comprehensive exam? ..............................................................

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.

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**Current thesis topic:**

______________________________________________________________________________

______________________________________________________________________________

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

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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
Permission to write?  
☐ Yes  ☐ No

Thesis Title:
______________________________________________________________________________
______________________________________________________________________________

Thesis Reader: ___________________________________________________

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 one alternate.

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

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

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**External Examiner (1 required):** Normally a faculty member from another University. Examiner must not be associated or affiliated with Western. Please also provide one alternate.

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

A chair will be assigned by SGPS

**STUDENTS, PLEASE CONSULT:** http://www.schulich.uwo.ca/neuroscience/graduate/policies_and_guidelines/preparation_of_thesis.html