

Guidelines for Fourth Year PhD Supervisory Committee Meeting

1. The fourth year committee meeting can be held anytime in the fourth year of a student's graduate program.
2. For information on scheduling , please refer to:
<http://www.chem.ubc.ca/exam-scheduling-procedures>
3. The format of the meeting is a ~20 min. presentation by the student on the research accomplished to date and a timeline for completion.
4. A one-page written thesis outline must be submitted to the supervisory committee members ~1 week before the meeting. The outline should include an indication of percentage completion of different chapters.
5. The presentation will be followed by no more than 40 min. of discussion and questions focused only on the thesis outline and plans for completion. This meeting is not a comprehensive exam and will be no more than 1 h in length.
6. The supervisor will chair the meeting and have the one-page thesis outline along with the completed "Supervisory Committee" meeting form, placed in the student's file.
7. Any recommendations from the committee arising from the meeting should be recorded on the form, and transmitted to the student by the supervisor.
8. If supervisory committee members are on leave or have retired, the graduate advisor should be informed and will advise the supervisor on how to proceed.