

Department of Biomedical Engineering, Faculty of Medicine General Conditions for all Ph.D. Committee Meetings

Following each meeting, the committee must assess the student's progress and select one of the three options:

- **Satisfactory** – All aspects of the student's progress are satisfactory and there are no areas of major concern. The student is expected to complete the Ph.D. program successfully within the normal time limits.
- **Conditional** – Overall progress is acceptable but there are one or more areas that the student should address before the next meeting. The committee may impose one or more conditions that must be fulfilled prior to the next meeting.
- **Unsatisfactory** – Progress is unsatisfactory or there are major problems with the development of the thesis proposal. As per GPS policy, if a meeting is judge unsatisfactory, a follow-up meeting must occur not sooner than 4 months and not later than 6 months after the first meeting.

Students with two unsatisfactory meeting reports may be asked to withdraw from the program.

Meeting procedures

- Students are required to prepare and circulate a report prior to their scheduled meetings. A student's submission for a meeting (progress report, proposal, etc) will be due on a date fixed by the Graduate Program Coordinator and will be communicated to the student well in advance of the meeting. The report must be submitted on that date regardless of the meeting date. Date submissions will be tracked by the GPC. A report submitted late will result in the student receiving a warning that will be included in the student's record. A second report submitted late will be treated as equivalent to an 'unsuccessful' meeting for the purposes of determining the student's status in the program
- At the beginning of each meeting the committee will meet separately with (1) the supervisor then; (2) the student to ensure that there is a good supervisor-student relationship.
- Following each meeting, the Chair's Rep will fill out the meeting report form which will comprise:
 1. A brief summary of the committee's comments
 2. The overall recommendation (satisfactory, conditional, unsatisfactory)
 3. The nature and proposed date for the next meeting
- This report will be discussed with the student and then signed by the committee members and the student.
- The student's signature is taken as a confirmation that the committee has communicated its recommendation and underlying reasons to the student. The student has the option of objecting

to the outcome of the meeting by writing to the Graduate Program Director providing an explanation of the objection.

The supervisor is responsible for taking detailed minutes during the meeting. These are to be circulated to the committee members after the meeting for editing and approval. **The final minutes should be sent to the Graduate Program Coordinator at info.bme@mcgill.ca within one week of the meeting.** The GPC will then forward the minutes and meeting report to the student with a copy to the committee and GPD.

The GPC will schedule the next meeting by sending a doodle poll to the student and committee approximately one month before it is due.

In the case where a meeting cannot be held within one month of the scheduled time, the student and supervisor must meet with the GPD to discuss the progress.

Web Conferencing

Web Conferencing is now available for student meetings under exceptional circumstances and needs to be organized ahead of time with GPD approval.