

# BCDB DISSERTATION COMMITTEE MEETING SUMMARY AND PROGRESS REPORT FORM

The purpose of this form is to provide documentation and a summary of the outcome of the student's dissertation committee meeting. It should be completed promptly at the end of each committee meeting.

MEETING DATE: \_\_\_\_\_

STUDENT: \_\_\_\_\_

MENTOR: \_\_\_\_\_

COMMITTEE MEMBERS

Progress (S/U/O)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Approximate date of next meeting:** \_\_\_\_\_

Note: maximum interval between committee meetings is six months for students up to and including year 5, then four months in year 6 and beyond. The committee may require a student to hold a meeting earlier than these guidelines.

**Approval to prepare written dissertation without holding a further committee meeting**

Note: no more than six/four months (if the student is year five or earlier/if the student is in year six or above, respectively) permitted between receiving approval to prepare a dissertation and the defense date.

**Anticipated written dissertation approval and defense date:** \_\_\_\_\_

**Comments:**