

NUIN Thesis Committee Meeting Status Report

This form is to be used to document progress toward the PhD. **Parts A and B are to be completed by the student in advance of the Thesis Committee meeting.** The remainder is to be completed by the committee at the meeting. Signatures are required from the student and all committee members.

After each Thesis Committee meeting, it is the responsibility of the student to submit the completed form to the NUIN Assistant Director. The signed form may be scanned and emailed as a pdf.

The advisor and student should retain copies of this form so that goals and achievements are readily tracked from one meeting to the next.

PART A: TO BE COMPLETED BY THE STUDENT BEFORE THE THESIS COMMITTEE MEETING

Student Name: _____ Year entered NUIN: _____

Advisor: _____

Committee members: _____

Date of Thesis Committee meeting: _____

Date of previous Thesis Committee meeting: _____

Is this meeting the defense of the Thesis Proposal? _____

PART B: TO BE COMPLETED BY THE STUDENT BEFORE THE THESIS COMMITTEE MEETING

PROGRESS SINCE THE LAST COMMITTEE MEETING

1a. List any publications (under review or accepted) or conference presentations (past or pending) since the last Thesis Committee meeting

1b. List any awards (i.e. NRSA, AHA etc.) received or applied for since the last Thesis Committee meeting.

1c. List the goals set at the previous Thesis Committee meeting. For each goal comment on whether it was reached, and if it was not reached, why not.

PART C: TO BE COMPLETED BY THE THESIS COMMITTEE AT THE THESIS COMMITTEE MEETING

ASSESSMENT

2a. Rate the student's overall progress since the last meeting:

Outstanding, exceeded expectations ____

Satisfactory ____

Barely satisfactory ____

Not satisfactory ____

This is student's first committee meeting ____

2b. Complete if this committee meeting constitutes defense of the Thesis Proposal

Pass ____

No Pass (with explanation) ____

2c. Comment on the student's progress since the last Thesis Committee meeting. For students making less than satisfactory progress, clearly explain why.

PART D: TO BE COMPLETED BY THE THESIS COMMITTEE AT THE THESIS COMMITTEE MEETING

GOALS FOR THE NEXT COMMITTEE MEETING

3a. Target date for the next committee meeting: _____

(As long as progress is at least satisfactory, committee meetings must be no less frequent than every 12 months. For students whose progress is barely or not satisfactory, the next Thesis Committee meeting should be within 6 months).

3b. Enumerate explicit research goals to be reached by the next committee meeting:

PART E: TO BE COMPLETED BY THE THESIS COMMITTEE AT THE THESIS COMMITTEE MEETING

ENDORSEMENTS

I acknowledge that I have read this Status Report and endorse the goals and timeline described in Part D.

_____	_____	_____
Student Name	Student Signature	Date
_____	_____	_____
Advisor Name	Advisor Signature	Date
_____	_____	_____
Chair of Thesis Committee	Chair's Signature	Date
_____	_____	_____
Committee Member	Committee Member's Signature	Date
_____	_____	_____
Committee Member	Committee Member's Signature	Date
_____	_____	_____
Committee Member	Committee Member's Signature	Date

STANDARD TIMELINE FOR NUIN MILESTONES

Qualifying Exam: Taken by all students as a group at end of year 2. Students have two chances to pass.

Thesis Proposal: Must be completed by end of year 3.

Thesis Defense: Ideally completed within 5 years of entering NUIN.