

**PhD BIOLOGY 7021/7022/7023/7024:
PhD RESEARCH PROGRESS EVALUATION FORM**

FULL NAME: _____ **STUDENT #:** _____ **PhD Yr (1-6):** _____

MEETING (please check one and include meeting date):

- First Year** Fall Meeting **Date:** _____
- First Year** Spring Meeting (BIOL 7021) **Date:** _____
- Second Year** Spring Meeting (BIOL 7022) **Date:** _____
- Third Year** Spring Meeting (BIOL 7023) **Date:** _____
- Fourth Year** Spring Meeting (BIOL 7024) **Date:** _____

*First year students (BIOL 7021) meet with their Supervisory Committee at the end of the fall term and end of the winter term (except those who transferred from MSc to PhD). After each meeting, submit this form to the Graduate Program Assistant (GPA). In addition, an approved research proposal along with Faculty of Graduate Studies forms TD1 & TD4 must be submitted to the GPA in January. In subsequent years (BIOL 7022, 7023, and 7024) students are encouraged to also meet twice per year with their committee. **The signed Research Progress Evaluation form, with written feedback, are due to the GPA by Jan 6 (fall term meeting) and May 3 (winter term meeting).***

Research Proposal/Progress Report: (Supervisory Committee please circle/check one)

Outstanding Very Good Good Acceptable Unacceptable

Written Feedback on Hypotheses, Methods, Results, Analyses, Interpretation (required):

Oral Presentation: (Supervisory Committee please circle/check one)

Outstanding Very Good Good Acceptable Unacceptable

Written Feedback on Speaking Style, Organization, Effectiveness of Slides (required):

Ph.D. Milestones (see also <http://biology.gradstudies.yorku.ca/guidelines/>)

Timeline		Required Program Milestones
Year 1	Term 1	Finalize Supervisory Committee membership & submit signed Supervisory Committee Approval form to GPA in Sept/Oct. (n/a for MSc transfers to PhD)
		Draft a research proposal & hold your first Supervisory Committee Meeting by Dec.–submit a signed Research Progress & Evaluation Form to GPA. (n/a for MSc transfers to PhD)
	Term 2	Submit a revised research proposal (once approved by your committee) to GPA, along with a signed Thesis Research Submission (TD1), and (if applicable) ethics/animal/biohazard form (TD4) form & supervisor’s notice of approval. Required by Faculty of Grad. Studies. (n/a for MSc transfers to PhD)
		Research Progress Report & Evaluation in April or first week May– submit form to GPA.
Term 3	Research	
Year 2	Term 1	Research. A fall supervisory committee meeting is recommended. For new PhD students this can be used to establish cognate areas and assess preparation for the Prelim. Exam
	Term 2	Prelim. Exam (n/a for MSc transfers to PhD)
		Research Progress Report and Evaluation in April or first week May. The prelim can replace this requirement if held this term.
	Term 3	Research.
Years 3-4		Research, and Research Progress Evaluation in April/early May; Present 2 nd talk at Graduate Seminar Series; Complete Thesis
Years 5-6 (if needed)		Partial funding

Overall Rating: (Winter Term P/F Grade to be submitted to the Registrar’s Office)

Pass Fail Incomplete** (specify remedial action, and time-frame)

**Incomplete grades can be held until July 15 (ie students may be asked to do remedial report/presentation to address major concerns or unacceptable performance).

Supervisor name	Signature
Co-Supervisor name (if applicable)	Signature
Committee Member name	Signature
Committee Member name	Signature