PhD ADVISORY COMMITTEE GUIDELINES FOR MEMBERS
Department of Microbiology and Immunology
McGill University

Each PhD student is assigned an Advisory Committee consisting of:

• the student's research supervisor

• two other faculty members

It is the student's responsibility to schedule meetings of his/her Advisory Committee
each year.

Advisory Committee meetings consist of two parts. First, the student presents the
progress of his/her research project when applicable and the future plans for the
upcoming year to the Committee members. The presentation is followed by an informal
discussion with Committee members.

For candidates entering the PhD program with a MSc degree, the first meeting takes
place within the first term in residence. The student’s presentation to the Committee
members corresponds to his/her first PhD seminar (MIMM 611) and is graded by the
Committee members.

The second meeting is held in the second year of residence. The student’s
presentation to the Committee members corresponds to his/her second PhD seminar
(MIMM 612, Section 002) and is graded by the Committee members.

The subsequent yearly meetings are not coordinated with a seminar course. At these
meetings, the student nevertheless should present the progress of his/her research
project and future plans to the Committee members and the presentations are not
graded.

For candidates entering the PhD program through transfer from the MIMM MSc
program, the committee is formed before the second seminar (MIMM 612, Section
001) in the MSc program, during which the student reports on the research progress
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For each meeting, the student should prepare a brief outline, no longer than 8 double-spaced pages (including references and figures) describing the student’s progress
made towards the research objectives during the past year and future plans. The
outline should be distributed to the Committee members at least one week before
the meeting. The student should also fill out the appropriate sections of the PhD
Advisory Committee Report.

As a member of the advisory Committee you will have to assess the student’s research
progress, when applicable, and future plan for the upcoming year taking into
consideration both the written outline provided and the oral presentation delivered. In
some circumstances you will also have to assess the oral presentation on a Pass/Fail
basis according to the criteria indicated on page 6 of the PhD Advisory Committee
Report. This will serve as the student’s evaluation for the MIMM 611 or MIMM 612
courses.

It is important to keep in mind that these meetings are not exams. They serve to
evaluate the student’s progress but also to provide feedback and insight to troubleshoot
and guide the progression of the student’s research project.

Progress tracking and evaluation. At each meeting, the supervisor and the Committee
members must complete page 6 of the PhD Advisory Committee Report. All parties,
including the student, must sign the report. A student who does not agree to sign the
form must write a statement detailing his/her objections. It is the student’s
responsibility to electronically submit the completed PhD Advisory Committee Report
to the Graduate Program Coordinator.

A grade of PASS is assigned following deposition of a satisfactory report (excellent, very
good or good) to the Graduate Program Coordinator in due time. Inof