**Department of Biochemistry, Genetics & Microbiology**

**MSc/PhD Committee Meeting Report**

**Attach the approved minutes and forward to Lucille.Hermann@up.ac.za as a single PDF.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Surname, Name** |  | | | | **Student number** | |  | |
| **Degree and Programme** |  | | | | **Full time** |  | **Part time** | X |
| **Date of first registration** |  | | | | **Year of study** | |  | |
| **Proposed date of completion** |  | | | | **Date of meeting** | |  | |
| **Project Title** |  | | | | | | | |
| **Purpose of meeting** | **Project proposal** |  | **Progress Report** | **X** | **Other** |  | | |
| **Feedback from Thesis/Dissertation Committee** | | | | | | | | |
| **Progress code** |  | | **957** – Satisfactory performance, **958** – Unsatisfactory performance, **959** – No contact with student. | | | | | |
| For 958 or 959 above, provide an action plan to get the study back on track or list steps taken to address the impasse.  A 957 code may only be awarded as long as the student is on track to complete within minimum time. Once it is clear that this target will be missed, a 958 should be the norm and a special motivation will be required for a 957 code. | | | | | | | | |
| **Supervisor comments (justify assigned progress code and mention any concerns):** | | | | | | | | |
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| **Agreed measures (incl. changes to timeline and scope of project) to ensure student completes in shortest time possible:** | | | | | | | | |
|  | | | | | | | | |
| **Declaration by Thesis/Dissertation Committee:**  **“***We approve the attached minutes as a true and valid reflection of Thesis/Dissertation Committee Meeting”.* | | | | | | | | |
|  | **Name** | | | | **Signature** | | **Date** | |
| **Supervisor** |  | | | |  | |  | |
| **Co-Supervisor** |  | | | |  | |  | |
| **Co-Supervisor 2** |  | | | |  | |  | |
| **BGM Representative** |  | | | |  | |  | |
| **Student** |  | | | |  | |  | |