**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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **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):**  |
|  |
| **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** |  |  |  |