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**Report of Advisory Committee Meeting – PERMISSION TO WRITE**

**Student:**

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**Program:**

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**Start date:**

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**Committee meeting date:**

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**Location:**

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| **MEETING ATTENDANCE** |
| **Chair of the Meeting** |  |
| **Supervisor(s)** |  |
| **Other Committee Members Present** |  |
| **Committee Members Absent** |  |
| **Other Individuals Present** |  |

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| **PROGRESS** |
| **Competency** | **Rating - please select one of the following:** * **N/A or None**
* **Started**
* **Complete**
* **Satisfactory**
* **Unsatisfactory**
 | **Committee Comments** |
| **Progress in Course Work** |  |  |
| **Progress in Ethics Approval** |  |  |
| **Contact with Supervisor** |  |  |
| **Presentation** |  |  |
| **Written Document** |  |  |
| **Progress in Proposal** | Complete |  |
| **Progress in Research**  |  |  |
| **Progress in Thesis/Project** |  |  |

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| **MEETING MINUTES** |

The chair welcomed everyone to the meeting and invited the student to give his/her presentation. The minute presentation was followed by up to two rounds of questions from committee members before the student was asked to leave for an *in camera* meeting.

Major questions/comments from committee members included:

**During the *in camera* meeting, the committee discussed the following:**

**Outcome:**

**[ ]** Permission to write is granted.

[ ]  Permission to write is granted in principle with the completion of the minor outstanding experimental work noted above under comments.

[ ]  Permission to write is not granted. The experimental work noted above under comments must be completed before permission to write is requested again. Approval will be granted by [ ] email [ ] meeting.

**Three potential external examiners were identified, in order of preference:**

 **1.**

 **2.**

 **3.**

**Other general comments about the student’s performance and progress. If challenges were encountered since the previous meeting or the supervisor and/or committee have concerns about student progress please include details and suggestions for how these can be addressed.**

The student was called back into the room and the discussion shared.

**Signature of meeting Chair:**

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**Date:**

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**Distributed on:**

**This form is completed at the time of the advisory committee meeting and is submitted to the CGPS via Advisor Services. Copies are provided to the student and all advisory committee members via email.**

**Form Revised April 2019**

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