

Ph.D. students - Follow-up committee after candidacy examination - Faculty procedure

1. The purpose of the follow-up committee is to interview you about the progression of your research in relation to what you had described in the study plan presented at the time of the candidacy examination.
2. At the time of the candidacy examination, your supervisor shall appoint the follow-up committee (see link to Form below), which shall include at least 2 academic staff members, preferably from the faculty of Biology, whose specialization is related to the subject of your doctorate.
3. The follow-up committee shall meet you in person at least twice during your studies: once every year (for Ph.D. who are not receiving a scholarship, the schedules will be more flexible and determined by the student's supervisor and the members of the committee).
4. After your candidacy examination is approved by the Graduate School, the Graduate Studies Coordinator shall send you an email with a reminder of the date of the first follow-up committee meeting, with cc to your supervisor and the members of the follow-up committee.
5. It is your responsibility to schedule the follow-up committee meeting and inform the Graduate Studies Coordinator. If you wish to change the date of the follow-up committee meeting, you shall have to submit a written request with an explanation to the Deputy Dean of Graduate Studies.
6. About one week before the scheduled committee meeting, you must submit a short report of your progress (up to 3 pages) to the committee members, with cc to the Graduate Studies Coordinator, at the following format:
 1. A short introduction that includes the study's question and purpose, as well as a summary of the findings mentioned in your pre-doctorate.
 2. A progress report that includes a summary of any new findings.
 3. The planned next steps.
 4. If you have co-written any papers that have been published or accepted for publication, you may want to attach them.
7. At the end of the first committee meeting, the committee members shall complete a summary report (link to Form below) of the progress of your research. The report shall be submitted to the Graduate Studies Coordinator, who will forward it to your supervisor. The report shall include a tentative date for the second meeting of the committee (in six months / one year / a year and a half / as they shall choose).
8. If the committee is dissatisfied with the progress the student has made in their research, it shall inform the Deputy Dean of Graduate Studies. In specific cases, the follow-up committee may recommend termination of the studies.
9. The members of the follow-up committee can and should be your go-to people, who may give you help and advice on various academic issues, including anything that may come up in the course of your studies.