SUBSEQUENT DISSERTATION MEETINGS

Scheduling

*Must be scheduled every 6 months* – the student and mentor are responsible for scheduling these meetings, and for telling the CMB office the date and time it will be held.

To facilitate timely meetings, the CMB office may automatically schedule the next meeting on a date (same day of the week and same time) that is 6 months later. If there are conflicts, it is the responsibility of the student and committee to reschedule, ideally ± 2 weeks from the given date.

Lack of research progress is not an excuse to delay a committee meeting; rather, it is a compelling reason to have one.

*A student who has not had a committee meeting within a 9-month period will be considered 'not in good standing'*.  

The mentor of such a student will not be permitted to accept additional CMB students until this situation is rectified. In special circumstances, a waiver of this rule may be granted by the Director of the CMB Program upon receiving a clear explanation for the delay.

Submission Timeline

**Before Meeting:**

**Submit Progress Report to Committee**

The student and mentor should discuss the content of the dissertation committee meeting prior to the meeting and the student should provide committee members with a brief written Progress Report (1-2 pages) at least 3 days prior to the meeting.

The Progress Report should include a brief restatement of the aims, a summary of progress, a discussion of problems encountered and a plan for future work. The plan for future work should be organized in terms of 6-month research goals and longer-term goals. The Progress Report should include a list of the student's publications and abstracts for national/international meetings attended; manuscripts planned, submitted and in preparation should be indicated

**Submit Manuscripts to Committee for Review**  
Manuscripts accepted for publication should be provided electronically to committee, but students may provide drafts if they would like to have comments from the faculty.

**During Meeting:**

**Provide PowerPoint to Committee Members**
SUBSEQUENT DISSERTATION MEETINGS (continued)

After Meeting:

Submit Dissertation Committee Meeting Report to CMB within 2 Weeks

Each Dissertation Committee Meeting Report should have attached the student’s written progress report and timeline for that meeting. The report may be reviewed by a director and/or the Program Committee. These forms can be found on the CMB Forms page.

Format of Meetings:

There is no fixed length for a meeting but in most cases meetings will be 2 hours in length.

- **Research Progress**
  Oral presentation should focus on progress on the specific aims, problems encountered, plans for publication and future research plans – the latter organized in terms of immediate and long-term goals. If results indicate that aims need to be modified or discarded, this should be discussed and new aims may be proposed or recommended.

- **Career Development**
  During the 4th/G3 year and later, time should be reserved at the end for discussion of career goals. The student should include a slide or two in her/his presentation on this topic.

- **Candidate Timeline**:
  Student should present a formal timeline for completion of the dissertation research, including realistic estimates for research aims. They should also use the Candidate Timeline document (found on the CMB Forms page) to track their progress in program requirements as well as expectations such as writing research papers for publication and presenting research at scientific meetings.