

**THESIS ADVISORY COMMITTEE (TAC) REPORT
DEPARTMENT OF BIOLOGICAL SCIENCES**

Part A – To be completed by Student and forwarded to Thesis Advisory Committee (TAC) Members

Student Name:

Student ID:

Admission Intake (Aug/Jan YEAR):

Thesis Title:

Part B – To be completed by Chairperson of Thesis Advisory Committee (TAC)

Questionnaires /Evaluations:

1. Please rate the student's thesis research progress or pace in the context of the plan:

Slow	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Exceed Expectations	<input type="checkbox"/>	Others	_____
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2. What is the quality of the current research work done by the student for submission as a thesis?

Poor	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Good	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
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3. Has the student published any research paper?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, please indicate the number: _____
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4. General comments to student

Please indicate which TAC meeting is this by ticking the appropriate box below:

First Second Third Fourth Fifth

Does the TAC recommend thesis submission?

Yes No

If YES, please provide the proposed thesis submission date: _____

Is this the FINAL TAC? YES NO

TAC	Name	Signature	Date
Chairman/Non-supervisory member 1			
Non-supervisory member 2			

	Name	Signature	Date
Main Supervisor:			
Co Supervisor (if any):			

Instructions & Notes

1. The TAC panel is to comprise 1 supervisor and 2 additional members (the meeting format is flexible);
2. Students must complete a compulsory minimum of three (3) TACs - one (first) TAC during student's 1st year of study, one (1) TAC per year after QE; meetings can be held anytime during semester to avoid scheduling conflicts;
4. There is no need to submit the TAC report together with the online Progress Report, a hard-copied TAC report must be submitted to us (place in the Graduate Mailbox) or you may email the TAC form to us;
5. The final TAC meeting (third TAC) makes a recommendation for thesis submission;
6. Pre-thesis exam is no longer required;
7. Students should keep a copy of the TAC form