

**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 No:** _____ **Admission Date:** _____ **Dept/RI attached to:** _____
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	Satisfactory	Exceed Expectations	Others _____
2. What is the quality of the current research work done by the student for submission as a thesis?	Poor	Fair	Good	Excellent
3. Has the student published any research paper?	Yes	No	If yes, please indicate the number:	

4. General comments to student (*input required)

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

First Second Third Fourth Final

Does the TAC recommend thesis submission?

Yes No

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

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

	Name	Signature	Date
Main Thesis Advisor:			
Co Thesis Advisor (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