

# Program in Neuroscience

## Guidelines and Confidential Addendum to Dissertation Advisory Committee meeting report

**This form is for information use only and will not become part of the student's permanent file.  
Please return this form to Karen Harmin by email (karen\_harmin@hms.harvard.edu) or by fax (617-432-0498.)**

The Dissertation Advisory Committee ("DAC") can provide valuable advice to the student and the advisor, both on the course of dissertation research and on the decision of when to begin writing the thesis. *A crucial role of the DAC is to identify when there is a potential problem with the successful completion of the dissertation, and to help avoid or resolve such problem.*

**Procedure:**

DAC members should receive a brief (2-page) summary of progress from the student, ideally one week in advance of the meeting, but no later than 72 hours in advance of the meeting.

DAC meetings should begin with brief, separate conferences. The DAC should first meet with the advisor while the student is out of the room, and then with the student while the advisor is out of the room. The goal is to learn how the advisor and student feel the dissertation is progressing, and whether either perceives any problem exists.

The main part of the meeting will consist of a short (20– to 40-minute) presentation by the student of results and plans. DAC members will typically interrupt the presentation with questions, and the presentation is followed by a discussion of progress and future plans.

In addition to completing the official DMS DAC Report, after the meeting the DAC Chair should always fill out this form for the Program in Neuroscience. This form will be seen by PiN administration, but will not become part of the student's file and will not be shared directly with the advisor or with the student. Please describe any concerns identified by the DAC, the advisor, or the student. If there are major concerns about the student, the DAC can suggest review by the program. In a review, the program advisors will meet with the student and the PI to discuss the issues raised by the DAC, and how to address the problems, and whether the student wants to continue in the program.

**Also, PLEASE INDICATE THE DESIRED TIME FOR THE NEXT MEETING.** For all meetings after the first, the maximum interval between meetings is no greater than **nine (9) months**. Shorter times are in order when the student will benefit from closer guidance, or when the DAC agrees that it would be important to supervise more closely the student's progress. Once a student reaches the level of G6, DAC meetings must be held no less frequently than every **six (6) months**.

Student: \_\_\_\_\_ Advisor \_\_\_\_\_

Meeting Date: \_\_\_\_\_

The next DAC meeting should be scheduled in:  3 months  6 months (max for G6s+)  9 months (max for G3s, G4s, G5s)

Should the progress of this dissertation be monitored especially closely by the Program?  Yes  No

Should the student be referred for a formal Program review?  Yes  No

Please describe any general or specific concerns identified by the DAC, the advisor, or the student: