

If you are a MAC user, you cannot fill the form out electronically. Please print out a hard copy to fill out and submit.



**Thesis Committee Report**

**Step 7 of 10**

**\* Once completed, email form to [PhDforms@tufts.edu](mailto:PhDforms@tufts.edu)**

PhD students are required to hold their first Committee meeting within one month of approval of their Thesis Letter of Intent and appointment of their Thesis Committee (all Committee members must be present at the first meeting). Thesis Committee meetings must occur **every four months**, and be attended by all Committee members, with no more than one member absent. The Thesis Chair must be present in-person or via phone/WebEx at every meeting. The student must provide absent members with a copy of the Thesis Committee Report and all materials from the meeting.

This form may be electronically signed, or scanned and sent by email. Tufts Box (<http://it.tufts.edu/box>) is an efficient way to share and upload all Thesis Committee Reports to facilitate easy access for Committee members' review/approval of Reports

**Student:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Committee Meeting Date:** \_\_\_\_\_

**Thesis Chair (Please Print):** \_\_\_\_\_

**Additional Members Present:** \_\_\_\_\_

**Members Not Present:** \_\_\_\_\_

**Date Scheduled for Next Committee Meeting:** \_\_\_\_\_

**Please write below or attach a summary of the meeting discussion and include next steps:**

A. Committee has modified the Statement of Preparedness for Doctoral Research needed for this thesis research as agreed on at the first meeting and modified at subsequent meetings. (Use this question to describe any steps for acquiring specific expertise or skills (e.g., auditing a course in a subject, doing additional recommended reading, gaining particular lab skills that your Committee has determined are necessary to the doctoral research.)

No  Yes (Please attach brief explanation.)

B. The Committee has modified the **Statement of Student's Independent Intellectual Contribution** to this thesis research (as agreed on at the first meeting and modified at subsequent meetings).

No  Yes (Please attach brief explanation.)

C. The proposed research involves proprietary data or data covered by a confidentiality agreement, and the student and Thesis Chair will take steps to ensure that presentation and publication of thesis research will not be subject to such delay or restriction.

No  Yes (Please attach brief explanation.)

D. The proposed research is expected to develop information, products or processes that are proprietary or patentable, and the student and Thesis Chair will take steps to bring this fact to the attention of the Tufts University Office of Technology Licensing and Industry Collaboration at the earliest possible date.

No  Yes (Please attach brief explanation.)

E. Thesis research that involves the use of data collected from human subjects must be approved by the Institutional Review Board (IRB) **before the research begins**. It is the responsibility of the student to provide documentation that IRB approval or exemption has been obtained. This research involves the use of data collected from human subjects:

No  Yes (If yes, please attach documentation showing IRB approval of the research or exemption of the research, or explain when the request for approval or exemption will be applied.)

**F. Student Progress**

Satisfactory

Unsatisfactory

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Student

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Thesis Chair

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Committee Member

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Committee Member

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Committee Member

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Committee Member

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Committee Member