

Report on Supervisory Committee Meeting (and Progress Report)

Student information

Student thesis title/topic: _____

Name: _____

Student #: _____

Meeting Date: _____

UofT Email: _____

Committee members in attendance

Supervisor: _____

Co-supervisor: _____

Other members: _____

Committee members absent: _____

Brief student record

Date of first registration in program: _____

Date of previous supervisory committee meeting: _____

Course work completed: Yes No*

*If no, specify additional requirements: _____

Courses completed and grades: _____

For Ph.D only, qualifying exam completed: Yes No**

**If no, expected date for qualifying exam: _____

Note: Page 1 of this form must be completed by the student and sent to the supervisor in advance of the meeting. Page 2 and 3 to be completed by the supervisor, who must send the completed form to the student, committee, and graduate administrator.

Committee discussion and review process

A minimum of one supervisory committee meeting within the first six months in the program and at least one per year through to graduation is required. More frequent meetings should be held as required by the individual student program and progress.

The supervisor has primary responsibility for completing this form at the meeting, in consultation with the student and supervisory committee members in attendance, and for distribution of copies after the meeting. Brief notes on the discussion and review process should be attached.

Suggested meeting agenda

1. Student presentation of research proposal and/or progress since last meeting.
2. Committee and student discussion of research proposal and/or review expectations/recommendations and progress since previous supervisory committee meeting.
3. Committee's recommendations for additional courses, future directions, improvement of weak areas, etc. Elaborate below under 'committee's recommendations' or on additional pages as necessary.
4. Committee's suggestions for student's personal and professional development.
5. An in-camera meeting of supervisory committee at the end of the meeting in order to determine which boxes should be checked in items 2 and 3 below (assessment of progress and next steps). At the supervisory committee's discretion, an in-camera session may also be held at the start of the committee meeting to address concerns one or more members of the committee would like to see addressed during the meeting. A variety of factors enter into a committee's determination of satisfactory or unsatisfactory progress, including: 1) a general expectation of a B+ average in course work, 2) satisfactory performance in the Ph.D. qualifying exam, 3) suitable progress in the planning and execution of the research project, and 4) suitable progress on suggestions made at previous committee meeting

Committee's evaluation

If appropriate, use this table to evaluate progress relative to stage in program:

	Meets expectations	Needs improvement	Inadequate
Written report			
Oral presentation			
Response to committee's questions			
Background knowledge/ familiarity with relevant literature			
Clarity and feasibility of research objectives			

Committee's recommendations

1. Notes on recommendations/discussions in relation to the suggested meeting agenda of the "discussion and review process" above.

2. Assessment of progress. The candidate:

- may proceed as per discussions of this meeting (as noted in #1 above).
- may proceed to the qualifying examination.
- may begin to write thesis.
- may proceed to departmental oral exam.
- has not demonstrated adequate progress*. Failure to demonstrate satisfactory progress by the next supervisory committee meeting may result in the committee recommending termination of registration in the program.
- has not demonstrated adequate progress. The committee recommends registration in the program be terminated.

Factors affecting committee's determination of adequate progress: 1) a general expectation of a B+ average in course work, 2) satisfactory performance in the Ph.D. qualifying exam, 3) suitable progress in the planning and execution of the research project, and 4) suitable progress on suggestions made at previous committee meetings.

3. Next steps. The supervisory committee should meet in the next:

- three (3) months. *Tentative date:* _____
- six (6) months.
- nine (9) months.
- twelve (12) months.

Major supervisor signature on behalf of supervisory committee

Date

Student signature*

Date

* By signing, I acknowledge this document accurately reflects the discussion and recommendations at this meeting of my Supervisory Committee.