

Report on Supervisory Committee Meeting (and Progress Report)

NOTES:

1. Page 1 and 2 must be completed by the student and sent to the supervisor in advance of the meeting. Page 3 and 4 to be completed by the supervisor, who must send the completed form to the student, committee, and graduate administrator.
2. A minimum of one supervisory committee meeting is required within the first six months in the program and at least one meeting per year through to graduation. More frequent meetings may be held as required by student's program and progress.

Student information:

Student thesis title/topic:

Name: _____ Student Number: _____

UofT Email: _____

Meeting Date: _____

Committee members:

Supervisor: _____ Co-supervisor: _____

Committee member present: _____

Committee members absent: _____

Brief student record:

Date of previous supervisory committee meeting: _____

Program: MScF PhD PhDU (transfer/direct entry) Start date (m/y): _____

PhD students that transferred from the MScF program, must list start date from the MScF program.

List all sessions you have been on a leave of absence: _____

Current year of study: _____ Time left in the funded cohort: _____

Month and year, you will exit the guaranteed funding period*: _____

**Funding last for 4 years for PhD students; 5 years for direct entry PhD students or students who transferred from the MScF program and 1 year for MScF students.*

Please answer the following (to be completed by student prior to meeting):
(If space below is insufficient, please attach additional notes to the form)

Progress since last committee meeting: In point form, briefly list the most important aspects of your progress since your last committee meeting.

COVID Impacts and restrictions on your academic continuity: Summarize any difficulties you have faced or adjustments you have made as a result of the pandemic, also include any supports (financial, extensions etc.) that you have received from the Faculty and your Supervisor.

Other challenges: Briefly list any other challenges that have limited your progress since your last committee meeting. Your committee may be able to offer some ideas to help. You may also use this space to suggest accommodations for committee consideration.

TIMELINE: Please indicate below, the milestones you have completed towards your degree completion:

Course work

MScF: 1.0 FCE (0.5 FCE FOR1001H plus 0.5 FCE Elective course)

PhD: 2.0 FCE (0.5 FCE FOR1001H plus 1.5 FCE Elective courses)

} **Program course requirements**

Completed courses with grades: _____

Pending courses: _____

Additional courses not required for degree but recommended by Supervisory committee:

Qualifying exam completed (PhD): Yes No if no, expected date: _____

Candidacy achieved (PhD): Yes No if no, expected date: _____

Departmental exam completed (MScF and PhD): Yes No if no, expected date: _____

Final defense scheduled (PhD): Yes No if no, expected date: _____

Committee discussion and review process:

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 (**including COVID impacts on academic progress**).
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 the supervisory committee must be held at the end of the meeting in order to determine which boxes should be checked for the items below. It is also recommended that an in-camera session be held at the start of the meeting to discuss any concerns 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 on student	Meets expectations	Needs improvement	Comments
Performance on coursework			
Written report			
Oral presentation			
Response to committee's questions			
Background knowledge/familiarity with relevant literature			
Clarity and feasibility of research objectives			
Knowledge of experimental design, data collection and methods of analysis? Is it adequate to ensure completion of the research program?			
Ability to think critically and develop independence in research (given her/his stage in her/his graduate program)			
Response to concerns/recommendations from previous meeting(s)			

Committee's comments: *(If space below is insufficient, please attach additional notes to the form)*

1. Notes on recommendations/discussion during the committee meeting and specific comments or concerns on the student's progress to date and research objectives.

2. **COVID:** Has the committee considered how the student's progress has been affected by the pandemic? Have suitable adjustments and accommodations been made? (Please include details below).

3. **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.

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

three (3) months. *Tentative date:* _____

six (6) months.

nine (9) months.

twelve (12) months.

5. List any specific next steps the student must complete before the next committee meeting:

Major supervisor signature on behalf of supervisory committee: _____ (please type in name in lieu of signature)

Date: _____

Student signature*: _____ (please type in name in lieu of signature)

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