

## 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.

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**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)   |                    |                   |          |



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.*