

# Doctoral Supervisory Committee Meeting Report – closed meeting must be at least 20 minutes

SGS POLICY: Students must meet ANNUALLY with the supervisory committee. The committee consists of at least 3 members, thesis supervisor and two other faculty with graduate appointments. **Either the committee or student may request to schedule another meeting at any given time, if necessary.** Contact the [Grad Office](#) to make arrangements.

Info on [Responsibilities of the Student, Supervisor, and Supervisory Committee](#) is available on the SGS website. **The advisory committee should provide guidance during your research, add complementary value to your supervision and provide meaningful written feedback.**

A. Student <b>MUST COMPLETE</b> sections A H <i>prior</i> to meeting.			
Student Name	Student ID	Program Start Date (mm/yyyy)	Meeting Date (mm/dd/yyyy)

Field							
	Analytical		Biological		Environmental		Inorganic
	Organic		Physical/		Poly/Materials		Theoretical/Computational
Thesis/Project Topic							

B. Degree Requirements (Review <a href="#">website</a> for information)							
Courses Completed				Other requirements		No, expected date (mm/yyyy)	Yes, completed on (mm/dd/yyyy)
Course Code	Title	Core-Course (Y/N)	Term F/W yyyy	Departmental Comprehensive Oral Exam (DOE)	Seminar presentations	Cume ( <i>organic/biological</i> )	ASP points ( <i>analytical</i> )
CHM3000H	Professional Development (students who started the program in 2020/2021 and thereafter)						

**Achieving PhD candidacy** Students must complete all degree requirements except for thesis by the end of their 3<sup>rd</sup> year in the case of a four-year program, or at the end of the 4th year of registration in the case of a five-year program (direct entry from BSc degree or PhD-transfer). [SGS policy](#)

Please indicate your date to achieve candidacy: \_\_\_\_\_

**C. Attach a summary of presentations** (note co authors, title; sponsoring organization; location; oral or poster, date) **and/or publications** (note those in prep., submitted, accepted, in press, published) **for the past year.**

**D. Attach a summary of professional development training** (include the hours completed and competencies achieved in Communication, Personal Effectiveness and Research and Teaching Skills) *applicable to students registered as of September 2020*

**E. Objectives for future work. Use a separate sheet, if necessary.**

Courses:	1.	2.
	3.	4.

Research Activities:

1.

2.

3.

4.

**F. How often do you meet with your supervisor?**

**G. Indicate items (eg. obstacles, future research milestones, guidance on specific tasks, professional development) you wish to discuss at this meeting. Use a separate sheet, if necessary.**

1.

2.

3.

4.

**H. Date of last committee meeting:**

If the last committee meeting was over 12 months, provide explanation for the delay:

**The chair of the committee must fill out the remainder of the report; chair is someone other than supervisor.**

Progress of research (since last meeting):

Satisfactory

Unsatisfactory

**Indicate problems & Potential Solutions:**

1.

2.

3.

	Yes	No	N/A
Student is making reasonable progress in completing their doctoral professional development requirements			
Is the project likely to produce a satisfactory thesis within a reasonable amount of time?			
Has the student completed all experiments required to write thesis?			

Expected date of final oral exam (mm/yyyy)

**Student's overall progress in the graduate program:**

Satisfactory

Unsatisfactory

**Note:** Any two committee meetings appraised as unsatisfactory, whether consecutive or nonconsecutive, student will be terminated from the program.

**Please provide meaningful feedback.** Committees' recommendations to student's goals for future work, areas for improvement and address item(s) indicated in section F. Indicate, if useful, additional expertise to advise on the project. Provide timeline for thesis writing and final oral exam planning if student has completed experiments.

1.

2.			
3.			
Suggestions for professional development activities in the upcoming year. Use a separate sheet, if necessary.			
<b>Student's Signature:</b>		Were the items listed in section G addressed at this meeting?	
		Yes	No
Chair must ensure all members of the committee and student sign the form. The composition of the PhD Supervisory Committee must remain the same throughout the doctoral program. If a member needs to be replaced, please forward another <a href="#">Doctoral Supervisory Committee Enrolment form</a> along with a letter of justification for the change.			
Committee Members	Print Name	Present (in-person/remote)	Absent
Supervisor:			
Co-supervisor:			
Regular member:			
Regular member:			
Chairperson's signature <i>(signs on behalf of the members who are present at the meeting):</i>			
Student Comments (Optional) to be completed after the meeting.		Student's Initial:	
Indicate comments or response to the above report and any other issues you may want to address. Use a separate sheet, if necessary.			
Contact the <a href="#">Graduate Office</a> if you would like to arrange for a follow-up meeting.			
*** <i>Either the committee or student may request to schedule another meeting at any given time, if necessary.</i> ***			

### SUBMISSION to CHEMISTRY GRAD OFFICE

- Make sure form is complete of the required signatures – student and meeting chairperson
- Save as a PDF file (Last Name, First Name DSC *Current Date*)
- Upload [here](#).
- Keep a copy for your record keeping.