

Appendix C
STUDENT SUPERVISORY COMMITTEE MEETING REPORT

STUDENT MUST MAKE COPIES OF THIS COMPLETED FORM AND DISTRIBUTE AS FOLLOWS:

- One **copy** to each member of the Supervisory Committee
- **Original and one copy** to the Medical Biophysics office:
 - Sunnybrook students – Merle Casci, Sunnybrook, Room S670
 - OCI/downtown students – MBP Departmental Office, Daphne Sears, PMH Room 7-411

Student Name: _____ Student Number: _____ Meeting Date: _____

Thesis/Project Title: _____

Committee Members	Name	Signature	Present	Absent
Supervisor				
Secretary*				
Other				
Other				

*Secretary must have primary appointment in MBP

1. Is this the **FIRST** committee meeting? Yes / No

2. Last committee meeting date: _____

Recommended date for **next** meeting: _____

Committee meetings should take place on a regular basis at least **once every 6 months for MSc students, once every 12 months for PhD students**, and once every 6 months for PhD students who have been in the programme for than 4 years. If an MSc student has been in the program for more than two years, both the faculty member and the student must notify the Chair and must include a plan for degree completion.

If the last committee meeting was over one year ago, please explain why there was a delay:

3. Is the project likely to produce a satisfactory thesis within a reasonable amount of time? Yes / No

Programme start date: MSc: _____ PhD: _____

4. Does the current committee have the expertise to advise on this project? Yes / No

If additional expertise would be useful, who would the committee recommend? _____

5. List all courses not yet taken which are required for the completion of the program:

6. Evaluation of the student's knowledge and understanding in:

The area of student's research: *Unsatisfactory* *Satisfactory* *Good* *Very Good* *Excellent*

General Knowledge (required): *Unsatisfactory* *Satisfactory* *Good* *Very Good* *Excellent*

Areas for improvement:

7. Progress since last meeting: *Unsatisfactory* *Satisfactory* *Good* *Very Good* *Excellent*

Summary of progress:

- 1.

- 2.

- 3.

8. Are there any major scientific problems? Yes / No

If **yes**, please explain:

9. Has the student completed all laboratory experiments required to write thesis? Yes / No

If **yes**, the student has a maximum of **3 months for an MSc** and **6 months for a PhD** in which to prepare thesis and present signed Form 100 or PHD Defense form. A continuation of funding beyond this date requires approval of the Graduate Co-ordinator and/or Chair (see Graduate Handbook).

10. What are the specific scientific recommendations made to the student and supervisor? (Future directions)

- 1.

- 2.

- 3.

- 4.

11. Student's comments:

Student's signature: _____

**If necessary, additional pages of student/committee comments/information may be attached.*