

Appendix C
STUDENT SUPERVISORY COMMITTEE MEETING REPORT

Student: _____ Student Number: _____ Meeting Date: _____ (yyyymmdd)

Thesis/Project Title: _____

Committee Members	Name	Signature	Present	Absent
<i>Supervisor</i>				
<i>Member</i>				
<i>Member</i>				
<i>Secretary*</i>				
<i>Co-Supervisor</i>				

Note: *The secretary must be an MBP Faculty member.

Information for students:

i) Frequency of Committee Meetings:

- MSc students: every 6 months (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.)
- PhD students with MBP for under 4 academic years*: every 12 months
- PhD students with MBP for over 4 academic years*: every 6 months

*The 4 academic years include time in the Masters program prior to re-classifying.

ii) **Transcript:** Students are expected to bring a recent print-out of their unofficial ACORN transcript to the meeting.

iii) **Fields to be pre-filled by the student prior to committee meeting are shaded in grey**

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

Last committee meeting date: _____ (ddmmyyyy)

Recommended date for next committee meeting: _____

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

2. Was a completed Research Summary Report submitted to each committee member? Yes / No

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

Date program started: MSc _____ PhD: _____

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

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

5. Progress since last meeting:

Unsatisfactory Satisfactory Good Very Good Excellent N/A (First meeting)

Summary of progress:

1.

2.

3.

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

The area of student's research:	<i>Unsatisfactory</i>	<i>Satisfactory</i>	<i>Good</i>	<i>Very Good</i>	<i>Excellent</i>
General Knowledge:	<i>Unsatisfactory</i>	<i>Satisfactory</i>	<i>Good</i>	<i>Very Good</i>	<i>Excellent</i>

Areas for improvement:

- 1.
- 2.
- 3.
- 4.

7. Are there any major scientific problems? **Yes / No**

If **yes**, please explain:

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

If **yes**, the student has a maximum of **4 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 Chair (see Graduate Handbook).

9. List all courses/modules you have taken which are required for the completion of your program:

_____	_____	_____
_____	_____	_____
_____	_____	_____

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

- 1.
- 2.
- 3.
- 4.
- 5.

11. Student-Supervisor relationship (Please note that the Supervisor will be asked to leave the room by the committee meeting chair at the completion of the meeting).

Students and their supervisors are always encouraged to think about and discuss issues pertaining to their working relationship prior to the Supervisory Committee Meeting. To further encourage this process, students are provided an opportunity to meet with the supervisory committee members in the absence of their supervisor.

Additional issues can also be directly discussed with the graduate coordinators while major issues should be brought to the attention of graduate coordinators or the MBP chair in case of conflicts with the graduate coordinators (see below).

Students are encouraged to reach out and discuss their projects with committee members beyond the supervisory committee meeting.

12. Please list the following accomplishments since the student's last meeting:

Publications:

Patents:

Conference presentations:

Scholarships awarded & applied for:

13. Student's comments:

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

Student's signature: _____

AFTER THE MEETING, PLEASE MAKE COPIES OF THIS FORM AND DISTRIBUTE ONE COPY TO EACH MEMBER OF THE SUPERVISORY COMMITTEE.

The following documents are to be submitted to the Medical Biophysics office*:

- 1) Original hard copy of Supervisory Committee Meeting Report Form
- 2) Completed Research Summary Report

*Sunnybrook students: Donna-Marie Pow, Sunnybrook, Room S655;
 *Downtown students: Daphne Sears, PMCRT, Ste. 15-701

Students encountering issues in the lab are encouraged to speak with one of our Graduate Coordinators or the MBP Chair

Downtown:
 Dr. Razq Hakem
 PMCRT, 101 College Street, Rm. 13-310
 Phone: (416) 634-8780
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Sunnybrook:
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MBP Chair:
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