

Appendix C
STUDENT SUPERVISORY COMMITTEE MEETING REPORT

Student: _____ Student Number: _____ Meeting Date: _____
(yyyy/mm/dd)

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 Master's 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**

iv) **The Department recommends against any snacks or refreshments being provided by the student at Supervisory Committee meetings.**

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

Last committee meeting date: _____ (yyyy/mm/dd)

Date and time of next committee meeting (**REQUIRED**): _____ (yyyy/mm/dd)

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.

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

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

General Knowledge: *Unsatisfactory* *Satisfactory* *Good* *Very Good* *Excellent*

7. Evaluation of student's oral and presentation skills:

Unsatisfactory *Satisfactory* *Good* *Very Good* *Excellent*

8. Evaluation of the student's overall level of professionalism:

Unsatisfactory *Satisfactory* *Good* *Very Good* *Excellent*

Comments on student professionalism:

9. Are there any major scientific problems?

Yes / No

If **yes**, please explain:

10. Time-to-completion plan (PhD students end of year 4¹) Yes / No / N/A
(¹ time to completion plan (Appendix I) is mandatory for students at the end of 4th year of study who are continuing into year 5 – student, supervisor and committee are encouraged to think about a time-to-completion plan at earlier times)
See Appendix I

11. The student has completed all laboratory experiments and analysis required for thesis and should focus 100% on writing and defending Yes / No

Date thesis is expected from student: _____

Date comments due back from committee members: _____

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. If the thesis is not completed within the four (MSc) or six (PhD) months, student funding will cease at the end of the defined period (see Graduate Student Handbook for more details). Students should provide at least two weeks' notice to Supervisory Committee members prior to a thesis being sent for review. The review of the thesis should take no longer than 2-3 weeks by the Supervisory Committee member. **Please note: If a conflict arises between the student and/or committee members in regard to whether or not sufficient material has been generated to write a thesis, please contact either the Grad Coordinator, the Chair or Vice Chair.**

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

_____	_____	_____
_____	_____	_____
_____	_____	_____

13. Specific scientific recommendations made to the student and supervisor? (Future directions and improvements student's knowledge and understanding)

1.

2.

3.

4.

5.

14. Student-Supervisor relationship

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 requested to fill out the Supervisory Experience Form (Appendix C2) and submit it to the MBP office along with this document at the end of the committee meeting. You may choose whether you would like to discuss the form with your committee at the end of your committee meeting once your supervisor has left the room.

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 contact information below).

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

Note: *If any interruption in graduate supervision occurs (e.g., supervisor on leave), the supervisor and student are expected to arrange for alternate supervision. The supervisor is also expected to inform the MBP Office of the interruption*

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

Publications:

Patents:

Conference presentations:

Scholarships awarded & applied for:

16. Student's comments:

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

Student's signature*: _____

**please do not sign until after the meeting has ended.*

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* via e-mail (hard copies are not required):

- 1) Completed Supervisory Committee Meeting Report Form
- 2) Completed Research Summary Report
- 3) Completed Supervisor Experience Feedback Form

*Uptown students: Donna-Marie Lobo (Donnamarie.lobo@utoronto.ca), Sunnybrook, Room S655;

*Downtown students: Daphne Sears (Daphne.Sears@utoronto.ca), PMCRT, Ste. 15-701

Students encountering issues in the lab are encouraged to speak with one of our Graduate Coordinators		
Downtown: Dr. Shane Harding PMCRT, 101 College St., Rm. 12-313 Phone: (416) 634-8076 E-mail: Shane.Harding@uhn.ca	Uptown: Dr. Greg Stanisz 2075 Bayview Avenue, Rm. S672 Phone: (416) 480-5725 E-mail: stanisz@sri.utoronto.ca	MBP Chair Dr. Laurie Ailles Phone: (416) 581-7868 E-mail: Laurie.Ailles@utoronto.ca