**Supervisory Committee Meeting Progress Report**

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| **Student Name:** | **Supervisor:** |
| **Degree Program:** | **Start Date/Term:** |
| **Meeting Date & Location:** | |
| **Pre-Meeting Information: Completed by Student and shared with committee ~3 days prior to the meeting along with any additional attachments required** | |
| Purpose of Meeting (check all that apply):  First supervisory committee meeting – discuss research project development and other program requirements (within 3-6 months of start of program)  Update on research progress (yearly requirement)  Thesis Proposal Approval (MSc or Draft PhD – Due @ 12 months from start of program)  Discussion on research project completeness and plan for defense  Other – Please indicate below any other topics for discussion at the meeting | |
| Attachments may include presentation slides, previous meeting minutes, agenda for the meeting, experiment results or other documents required for committee review | |
| ***(MSc Students)* Do you have an interest in transferring to the PhD Program?**   Yes |  No  *Note: it is recommended that these discussions happen early in your program as there is a calendar-mandated deadline for transfer: within 24 months of starting your MSc.* | |
| **Have you approached your supervisor to discuss a plan for thesis defense or the format for your final thesis?**  Yes |  No | |

**Program Progress**

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| **Required Courses Completed?**  Yes |  No,Expected Date of Completion:  *Note: Effective February 1, 2024, this question has since replaced the Academic Plan & Course Requirements form.* | |
| **MSc Thesis Proposal/PhD Draft Proposal Approved?**  Yes | Date:  No | Expected date:  *Note: The Thesis Proposal Approval, required by both MSc and PhD students alike, is distinctly separate from the TPE Exam (Part I of PhD Candidacy).* | |
| **Research Integrity Day Completed?**   Yes | Date:  No | Expected date:  Link to registration page (<https://cumming.ucalgary.ca/gse/current-students/research-integrity-day>), if needed. Due @ 12 months from start of program. | |
| **CIHR Sex & Gender Training Module(s) Completed?**  Yes | Date:  No | Expected date:  Link to site (<https://www.cihr-irsc-igh-isfh.ca>), if needed. Due @ 12 months from start of program. Email certificate(s) of completion to graduate program for filing. Required by all CSM-GSE grad students who began their degree programs starting July 2020 or later. | |
| ***(PhD Students)* Doctoral Candidacy Requirements Completed?** | |
| Thesis Proposal Evaluation (TPE) Exam  Yes | Date:  No | Expected Date: | Field of Study (FoS) Exam  Yes | Date:  No | Expected Date: |
| **Have the research aims/objectives, in relation to the student’s thesis project, been completed?**  Yes - Provide committee approval to complete draft(s) of final thesis and plan for feedback prior to defense  No - Include plan for research completion in Meeting Minutes; consider the Timelines for Defense section  *Note: Effective February 1, 2024, this question has since replaced the Permission to Write form.* | |
| **Thesis Defense Date (proposed)**: | |

Please submit form to Graduate Program Administrator after the meeting in one package (form, minutes, each member’s approval)

**Committee Discussion** – to be completed by committee members in the absence of the student, before adjourning the meeting. Score each section below using the Scoring definitions and provide constructive feedback supporting the committee scores.

Scoring definitions: **1-Unsatisfactory** (does not meet minimum acceptable performance), **2-Poor** (approaches minimum acceptable performance; requires major improvements), **3-Below Average** (minimum acceptable performance; requires considerable improvement), **4-Average** (minimum acceptable performance; requires improvement), **5-Above Average** (reasonable performance; some improvement encouraged), **6-Excellent** (excellent performance; minor improvement encouraged), **7-Exceptional** (outstanding performance)

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| Provide a score for the following areas: | Scoring | Provide feedback to support committee scoring selection |
| The presentation and/or report is |  |  |
| Progress since last meeting is |  |  |
| Student’s capacity to answer questions during the meeting is |  |  |
| Student’s engagement and lab attendance is |  |  |
| Overall progress on this project is |  |  |

**Comments provided by the student**

**Signatures: Indicates Approval of the committee meeting report and The Supervisor’s meeting minutes taken**

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| --- | --- | --- |
| Student’s Name (Printed) | Signature | Date |
| Supervisor’s Name (Printed) | Signature | Date |
| Co-Supervisor’s Name (Printed) | Signature | Date |

**Supervisory committee approval obtained via email and appended to the submission to the graduate program in-leu of signatures.**

**SUPERVISOR’S MEETING MINUTES**

**NOTE: Drafting meeting minutes are the responsibility of the Supervisor/Co-Supervisor or committee member, NOT the student**

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| **Student Name:** | **Degree Program:** | **Date:** |
| **Approximate date of next meeting** (**MANDATORY**): | | |

**MEETING MINUTES** – include items as applicable:

* Plan for thesis proposal completion (MSc Proposal Approval due within 12 months of the start of program. PhD Draft Proposal due within 12 months of the start of program.)
* Discussion of future courses and/or courses completed to date
* Discussion of research plan, progress, and timelines including any hurdles or challenges that have limited progress (e.g., technical issues, equipment access, etc.)
* (PhD only) Possible dates for undertaking the thesis proposal evaluation and FoS examinations needed for admission to doctoral candidacy
* **If the student’s time in program is near or beyond the end of the 2nd year (MSc) or 4th year (PhD), include an outline of student’s plans, with target dates, for completion of their thesis-based graduate program.**

**Timeline to defense**

Below is a table that could help in planning a student’s thesis defense. It is recommended that the thesis examination not be scheduled until **all members of the Supervisory Committee** **have reviewed the student’s research** (either relevant written samples of the material related to the thesis or a draft of the full thesis document, as required by the graduate program) **and provided their written consent** that the Thesis Defense (oral examination) can be scheduled.

GSE *highly recommends* that only minor thesis edits be completed between the supervisor’s submission of the Thesis Defense Set-up Request form to the program and the student’s distribution of their final thesis document to their examining committee.

*The table below works backwards in time from the potential date of the Oral Thesis Defense.*

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| --- | --- | --- |
| **Milestone Step** | **Example** | **Indicate date(s) for each of these steps to aid in planning** |
| **Oral Thesis Defense Date** | September 1 |  |
| **Final Thesis Distributed to Examining Committee**  *(Students must submit the final thesis document to their examining committee no later than 3 weeks before the oral defense date. After this point, the student may not submit revisions while the examiner review of written thesis period is in-progress.)* | August 11 |  |
| Thesis Defense **Set up Request** **Form** Sent to GPA by the Supervisor\*\*  *(The program will require 6 weeks (MSc) or 8 weeks (PhD) notice to ensure that all aspects of the Thesis Defense have been approved at all levels (Program Director through Faculty of Graduate Studies))* | MSc – July 21  PhD – July 7 |  |
| **Supervisory Committee Agreement that Thesis is Ready for Examination**  *(Supervisory committee has reviewed either the student’s full draft thesis or relevant sample components, and provided consensus that scheduling the Thesis Defense may proceed as planned.)* | Prior to the dates above. |  |