Supervisory Committee Meeting Progress Report

Please submit one package (all Forms, minutes, committee members approval) to your GPA after your meeting.

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| Student Name: | Supervisor(s): |
| Graduate Program: | Start Date/Term: |
| Meeting Date & Location: | |
| Pre-Meeting Information: Please complete and send to committee (with any attachments) ~3 days before meeting | |
| **Topics of Discussion (check all that apply):**  First meeting: introductions, research project development and course/program reqs. (3-6 months from start of program)  Update on research progress (yearly requirement)  Thesis Proposal Approval (MSc) or Draft Thesis Proposal Approval (PhD) (Due 12 months from start of program) .  **Please include the result of the proposal approval discussion in the minutes and send proposal to GPA for filing.**  MSc to PhD transfer plans (if applicable). Note: Transfer deadline is 24 months from start of program  Research project completeness and plan for defense  Other – Please indicate any other discussion points for the meeting here: | |
| Attachments included (e.g. presentation slides, minutes from previous meeting, meeting agenda, experiment results or other documents required for committee review). | |
| Have you and your supervisor discussed a plan for thesis defense or the format for your final thesis?  Yes |  No | |

Information about Program Requirements

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| --- | --- |
| **Required Courses Completed?** Yes |  No,Expected Date of Completion: | |
| **MSc Thesis Proposal/PhD Draft Proposal Approved?** Yes | Date: No | Expected date:  Due @ 12 months from start of program.  Note: This must be included in the minutes of the meeting where it is approved as of Feb 2025. (Proposal approval form discontinued as of Feb 2025). | |
| **Research Integrity (RI) Day Session Completed?**  Yes | Date: No | Expected date:  Due @ 12 months from start of program. | |
| **CIHR Sex & Gender Training Module(s) Completed?** Yes | Date:  No | Expected date:  Due @ 12 months from start of program. Email certificate(s) of completion to your graduate program GPA | |
| **Ethics Approval Received?** Yes | Date: No | Expected date: Not Required | |
| ***(PhD, only)* Doctoral Candidacy Requirements Completed?** | |
| Thesis Proposal Evaluation (TPE)  Yes No | Expected Date: | Field of Study (FOS) Exam  Yes 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)**: | |

**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.

**Assessment Score Descriptions:**

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

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| Primary Discussion Areas | Assessment Score | Committee Feedback on Scoring Decision |
| 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-lieu 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:

* Discussion of course requirements (planned, in-progress, or completed to-date)
* Plan for thesis proposal completion (MSc/Draft PhD Proposal Approval due within 12 months of the start of program.)
* Include if the MSc thesis proposal or PhD draft thesis proposal was reviewed at this meeting and if it was approved (this must be included in minutes for student to complete this program requirement).
* Previous and upcoming Journal Club and Research-in-Progress (RIP) Presentations
* Feedback on research project, progress, timeline-to-completion, and any unexpected hurdles or challenges which might have impeded original progress plans (e.g. technical issues, equipment access, etc.)
* (MSc only) Possible plan to transfer to a PhD by 24 months in program
* (PhD only) Possible dates for undertaking the TPE and FOS exams needed for admission to doctoral candidacy
* If the student’s time in-program is near or beyond Year 3 (MSc) or Year please 5 (PhD), please include a completion plan with anticipated target dates for thesis defense.

**Timeline to Defense**

Below is a table which may assist supervisory committees with planning the candidate’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 developing thesis document** (either relevant written samples/select chapters or a full draft) **and provided their written consent** that scheduling the Oral Exam can proceed.

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

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| **Milestone Step** | **Example** | **Indicate date(s) for each of these steps to aid in planning** |
| **Oral Thesis Defense Exam Date** | September 1, 2025 |  |
| **Student Distributes Final Pre-Defense Thesis to Examining Committee for Formal Assessment**  *Due 3 weeks prior to defense. After this point, the student may not submit revisions while the examiner assessment of written thesis period is in-progress.* | August 11, 2025 |  |
| **Supervisor to submit 2-part “**[**Request to GSE Schedule an Oral Exam**](https://cumming.ucalgary.ca/gse/current-students/milestones-requirements/preparing-thesis-defense)**” online webforms**  *Due 6 weeks prior to defense (MSc)* *Due 8 weeks prior to defense (PhD)* | MSc – July 21, 2025  PhD – July 7, 2025 |  |
| **Supervisory Committee Agreement that Working Thesis is On-Track to Reaching Defendable-level of Quality**  *(Supervisory committee has reviewed either the candidate’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. |  |