**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:** |
| **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)  (MSc Only) Discussion on MSc to PhD transfer plans (if applicable). Note: start discussions early as transfer deadline is 24 months  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 | |
| **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 milestone (Part I of PhD Candidacy).* | |
| **Research Integrity Day Completed?**  Yes | Date: No | Expected date:  Link to registration page ([cumming.ucalgary.ca/gse/current-students/research-integrity-day](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 ([www.cihr-irsc-igh-isfh.ca](https://www.cihr-irsc-igh-isfh.ca)), if needed. Due @ 12 months from start of program. Email certificate(s) of completion to the GPA of your graduate program for filing. Required by all CSM-GSE grad students who began their degree programs starting July 2020 or later. | |
| **Ethics Approval Received?** Yes\* | Date: No | Expected date: Not Required\* *\*Note: A copy of the Ethics Approval or supervisor confirmation denoting that it is not required, must be sent to the GPA of your graduate program by 1 year in program.* | |
| ***(PhD, only)* Doctoral Candidacy Requirements Completed?** | |
| Thesis Proposal Evaluation (TPE)  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)**: | |

**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**

|  |  |  |
| --- | --- | --- |
| 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:

* Plan for thesis proposal completion (MSc/Draft PhD Proposal Approval due within 12 months of the start of program.)
* Discussion of course requirements (completed to-date, in-progress, and/or planned future coursework)
* Discussion of previous and upcoming Journal Club and Research-in-Progress (RIP) Presentations
* Discussion of/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.)
* (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 the end of the 2nd year (MSc) or 4th year (PhD), include a completion plan outline with anticipated target dates for thesis defense.**

**Timeline to defense**

Below is a table that could help in 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 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 scheduling the Final Thesis Oral Defense 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.

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

|  |  |  |
| --- | --- | --- |
| **Milestone Step** | **Example** | **Indicate date(s) for each of these steps to aid in planning** |
| **Oral Thesis Defense Exam Date** | September 1 |  |
| **Distribution of Final Pre-Defense Thesis to Examining Committee for Formal Assessment**  *(Candidate must distribute the final, pre-defense version of their thesis document to all members of the examining committee no later than 3 weeks before the oral defense date. After this point, the student may not submit revisions while the examiner assessment 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 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. |  |