**Supervisory Committee Meeting Progress Report**

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

**Pre-Meeting Information (To Be Completed by Student and shared with committee ~3 days prior to the meeting)**

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| --- | --- |
| **Student Name:**  | **Supervisor:**  |
| **Degree Program:** | **Start Date/Term:**  |
| **Meeting Date & Location:** |
| 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 |
| [ ]  Presentation slides or other documents required for committee review are attached (includes previous minutes, data presentation, or drafts of documents for review and discussion) |
| ***(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*\*Note: Effective January 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)**:  |

**Committee Discussion** – To be completed by committee members in the absence of the student, before adjourning the meeting.

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| --- | --- | --- | --- | --- | --- |
|  | Unsatisfactory | Satisfactory | Good | Very Good | Excellent |
| The presentation and/or report was | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Progress since the last meeting is | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Student’s capacity to answer questions during the meeting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Student’s Engagement & Lab Attendance | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall progress on thesis project | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

*If any items are listed as ‘unsatisfactory’, summarize the reason for this evaluation in the Comments of Supervisory Committee box below. A strategy should be discussed with the student to address the deficiency.*

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| --- |
| Comments of Supervisory Committee: |

**Comments provided by the student**

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**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 |
| Committee Member’s Name (Printed) | Signature | Date |
| Committee Member’s Name (Printed) | Signature | Date |
| Committee Member’s Name (Printed) | Signature | Date |

**SUPERVISOR’S MEETING MINUTES**

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

|  |  |  |
| --- | --- | --- |
| **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** (including a relevant written sample of the material related to the thesis or a draft thesis document, as required by the graduate program) and **have provided written consent** that the examination can be scheduled.

GSE highly recommends that only minor editing be completed between the Thesis Defense Set up Request submission and the date that the student needs to send their thesis to the examination 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 Date | September 1 |  |
| Thesis Submission to Examining Committee*(Students are required to submit the final thesis document to the examination committee 3 weeks prior to the oral defense date.)* | 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 all aspects of the Thesis Defense have been approved at all levels (Program Director through Faculty of Graduate Studies))* | MSc – July 21 *(6 weeks prior to oral defense date)*PhD – July 7 *(8 weeks prior to oral defense date)* |  |
| Committee Agrees Thesis is Ready for Examination *(they have reviewed a written sample or the entire thesis and provided written consent to proceed to defense)* | Prior to the dates above. |  |