PhD SUPERVISORY COMMITTEE MEETING REPORT
to the School of Graduate Studies

Student ID# ___________________________ First Name ___________________________ Family Name ___________________________

Program
Date student began PhD studies at McMaster: ___________________________

Date of last Supervisory Meeting: ___________________________

Date format: YYYY-MM-DD

Date of This Meeting: ___________________________

Every Ph.D. student must have a Ph.D., Supervisory Committee meeting at least once every academic year (between September 1st and the following August 31st). This report must be received by the School of Graduate Studies within two weeks of the end of the academic year.***

COMPREHENSIVE REQUIREMENT
The School of Graduate Studies Calendar states that the Comprehensive Examination for full-time students will normally have taken place between 12 and 20 months from commencement of PhD studies with an upper limit of 24 months.

Date Of Completion ___________________________ Expected date of completion ___________________________

RESEARCH ETHICS APPROVALS (http://www.mcmaster.ca/ors/ethics/faculty_intro.htm)

Does research involve human participants, their records or tissues? YES □ NO □

If yes, has approval been obtained from the research ethics board? YES □ NO □

Does research involve animals or their tissues? YES □ NO □

If yes, has approval been obtained from the research ethics board? YES □ NO □

FIELD TRIPS (http://www.workingatmcmaster.ca/link.php?link=eohss%3Aeohss-events-electives)

Does research involve international travel, which poses an identifiable additional risk under the university’s risk management policy? YES □ NO □

If yes, has student completed risk management forms and obtained approval? YES □ NO □

*** Clarifications regarding timing of the meeting and report:
1) Students who began their Ph.D. studies in January or May must complete have held their first Ph.D. supervisory committee meeting within the first 12 months of their program.
2) The deadline for a Ph.D. supervisory committee meeting for a student who has been on leave is extended by the duration of the leave beyond the nominal deadline.
3) Part-time students, like full-time students, are required to have Ph.D. supervisory committee meetings at least once during the academic year.
4) Normal deadlines apply for students who have been granted full-time off-campus status during part or all of the academic year.

Revised May 2016
Details of progress made since the last report (or toward meeting degree requirements since beginning the program if this is the first report), i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, conference presentations, publications:

Student signature: __________________________ Date: __________________________

Supervisory Committee Members: Initial below to affirm that you have read the student's report on this page.

Supervisor: __________ Committee Member: __________ Committee Member: __________ Committee Member: __________
Supervisor's report (This section must not be filled out by the student and must not be left blank.)

Part A: Progress
Progress made in accomplishing goals set out in last report (or toward meeting degree requirements since beginning the program if this is the first report):
(i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, conference presentations, publications).

Committee's report: This section contains the assessment and recommendations of the supervisory committee

Part B Goals
Specific goals for the next interval of ___ months (attach an additional page if necessary):

Anticipated date for the completion of degree requirements: Date:

Part C Areas for improvement and additional direction:
Committee's Assessment
Evaluation of overall progress at this stage in the degree development during the interval since beginning Ph.D. studies (if this is the first Committee meeting) or since the last Ph.D. Supervisory Committee meeting:

RATING
[E] Excellent
The student has exceeded expectations in terms of academic and/or research progress. This rating may reflect exceptional initiatives taken by the student to address unexpected challenges in their course of study.

[G] Good
The student is meeting and achieving all expectations in terms of academic and/or research progress. There are no areas of concern with respect to meeting goals and milestones for research and academic progress. This rating is to be used for students who show promise for completing the degree in a timely manner.

[S] Satisfactory
The student is meeting and achieving most expectations in terms of academic and/or research progress. There is some concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has some concerns with the student’s skills growth and subject area expertise. This rating is to be used when the committee identifies areas for improvement and where some expectations at this stage of degree development are not being met. Details about concerns should be provided in Part C.

[M] Marginal*
The student is meeting and achieving some expectations in terms of academic and/or research progress. There is significant concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has significant concerns with the student’s skills growth and subject area expertise. This rating is to be used when the committee identifies several areas for improvement and where significant expectations at this stage of degree development are not being met. Areas for improvement should be provided in Part C.

[U] Unsatisfactory*
There is an unreasonably low rate of academic and/or research progress. The committee has serious concerns about the pace and/or the meeting of goals and milestones for research and academic progress, and whether these goals can be achieved in a reasonable period of time. Areas of serious concern should be provided in Part C. In cases where this category is used, the program should determine whether the student should be required to withdraw or be allowed to continue in the program until their next committee meeting.

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<th>Print Name</th>
<th>Email address (McMaster if available)</th>
<th>Rating</th>
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<tbody>
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<td>Supervisor</td>
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*Where progress is deemed marginal or unsatisfactory, attach a detailed explanation of what must be accomplished over the next 6 months in order to remedy the situation.

This completed report has been seen by me.

Student’s Signature: ___________________________ Date: __________

Department Chair’s Signature: ___________________________ Date: __________

The student may append additional comments. A student who thinks that s/he is receiving unsatisfactory supervision is urged to follow the recommended grievance procedure for the Department or Program and/or to contact the Department Graduate Advisor, Department/Program Chair, or the Associate Dean of Graduate Studies.
Meeting Date: ________________

BIOLOGY GRADUATE STUDIES

PhD SUPERVISORY COMMITTEE MEETING REPORT

APPENDIX 1

Comprehensive Examination Study Topics

Student ID: __________ First Name: ____________________________ Family Name: ____________________________

Study Topics:

1. ____________________________________________________________
   ____________________________________________________________________

2. ____________________________________________________________________
   ____________________________________________________________________

3. ____________________________________________________________________
   ____________________________________________________________________

CONFIRMATION OF AGREEMENT AND UNDERSTANDING OF APPROVED TOPICS.

________________________________________________________________________
Student Signature

________________________________________________________________________
Printed Name

________________________________________________________________________
Supervisor

________________________________________________________________________
Printed Name

________________________________________________________________________
Comprehensive Examination Committee Member

________________________________________________________________________
Printed Name

________________________________________________________________________
Comprehensive Examination Committee Member

________________________________________________________________________
Printed Name

________________________________________________________________________
Comprehensive Examination Committee Member

________________________________________________________________________
Printed Name

June 2015
1. Admission/Transfer to Ph.D. program

2. Nine (9) months – 1st Supervisory Committee Meeting after Ph.D. registration
   - Prepare for potential examiners
   - Discuss time frame
   - Identify three (3) study topics
   - Student reads information and signs form to confirm agreement and understanding of approved topics.

3. Nine (9) weeks prior to CE date
   For approval, please provide the Comprehensive Examination Committee List as outlined below to biolgrad@mcmaster.ca and cc: Associate Chair (odonnell@mcmaster.ca)
   - Minimum of 4 members
     - Supervisor
     - Two supervisory committee members
     - And another McMaster faculty who is not a member of the supervisory committee and has no conflict of interest to serve as Chair of Comprehensive Exam.

4. Six (6) to eight (8) weeks prior to CE date. Student contacts all supervisor and Comprehensive Examination Committee members and confirms a date of the Comprehensive Examination Date.
   Student prepares a one-page outline of the research work to be undertaken.

   **Information to be provided to Biology Graduate Studies Committee Chair**
   - Name of student
   - Supervisor
   - Seminar title
   - Date of presentation
   - Location and time
   - Brief (no more than one page) outline of proposed research.
   - Lay abstract 100 maximum (for seminar notice)

5. Biology Graduate Studies Committee Chair confirms approval in writing to student, supervisor, CE Committee members and Academic Program Assistant—THIS APPROVAL INITIATES START OF CE PROCESS.

6. Academic Program Assistant prepares and posts seminar notice. Information is posted on website.

**NOTE:** A minimum of 6 weeks is required after this approval date to hold the examination

7. Eight (8) to twelve (12) days prior to examination date:
   Student submits copy of research proposal to each member of the CEC and an electronic copy to Biology Graduate Office.
   The exam will consist of a public seminar following by an in-camera (private) session with the candidate and the CEC.