

ADVISORY COMMITTEE MEETING GUIDELINES

Initial Objective Meeting:

Within the first month of study, new students must meet with their supervisor to establish their initial research objectives, and complete the **OBJECTIVES** box on the **Graduate Student Research Progress Tracking Report**. After these objectives have been decided, the student must then schedule a meeting with their assigned Mentor to review and discuss them.

The **Graduate Student Research Progress Tracking Report** needs to be signed by the student, supervisor, and mentor. The student should keep a copy (to refer back to at their first advisory committee meeting), while the original must be submitted to the Graduate Program Coordinator to keep in the student's departmental file.

Annual Advisory Committee Meetings:

In agreement with the thesis supervisor, students must select an Advisory Committee by the end of their first admission term (December or April). Students are then required to present their research accomplishments at an advisory committee meeting once a year. The first advisory committee meeting must take place within the first 12 months of study (10-11 months into the program is recommended), and no more than 12 months should pass before subsequent meetings.

For each advisory committee meeting, the student must complete the following and submit it to the advisory committee for review one week before the meeting:

- **PROGRESS** toward stated objectives (from the previous report), other accomplishments, and/or student's notes on progress (e.g., conference presentation, award, submitted article, rationale for priorities). This must be recorded in the **PROGRESS** portion of the **Graduate Student Research Progress Tracking Report**. An additional page (labeled accordingly) may be attached if necessary. Objectives that were set at a previous meeting, on a previous form, should be in hand to review at the present meeting.
- **PROJECT SUMMARY** including background, rationale, experimental approaches, results to date, discussion, future experiments, and references. This must be attached as a **separate document** to the **Graduate Student Research Progress Tracking Report**.

At the meeting, the student will orally present his or her progress by giving a 30 minute talk, followed by a question period. At the end of the meeting, the advisory committee will evaluate the student's progress, and complete the **EVALUATION** portion of the **Graduate Student Research Progress Tracking Report**. The form needs to be signed by the student and all members of the advisory committee.

Immediately following the committee meeting, the student should then meet with their supervisor to review the evaluation and to set new objectives for the upcoming academic year.

- **NEW OBJECTIVES** and timelines (e.g., courses, chapter data, data collection, MSc/PhD seminar, initial thesis submission), are to be jointly agreed upon by both student and supervisor. They must be recorded in the **OBJECTIVES** portion of the **Graduate Student Research Progress Tracking Report**. An additional page (labeled accordingly) may be attached if necessary. The student should keep a copy of the form (to refer back to at their next annual meeting), while the original must be submitted to the Graduate Program Coordinator no later than 2 weeks after the advisory committee meeting.