Common format of the RAC meeting:

- The Chair reviews the agenda and discusses the procedures to be followed to the student and the Committee.
- The student is then asked to leave for a few minutes while the Committee consults with the Supervisor on the student's achievement and agrees on the protocol of the meeting. It should be emphasized that it is the student who is questioned and the Supervisor should refrain from interjecting and helping the student.
- The student reports on the progress made in the project (a 20-30 minute presentation that includes background, methods, results and future plans). Committee members will typically interrupt the presentation with questions, and the presentation is then followed by a discussion of progress and future plans. The Committee will challenge the student on anything relevant to the project (data interpretation, statistics, and understanding of basic principles) and test their knowledge of the background literature.
- The student is then again asked to leave while the Committee discusses and evaluates the student's productivity and quality of work, the ability to think independently, including development of hypotheses, practical approaches for testing hypotheses, critical data analysis, etc. The conclusions and recommendations are written on the form (pages 2 and 3) and signed by the RAC and Supervisor.
- The conclusions of the Committee are communicated to the student who is also asked to sign the form. If the student or Supervisor disagrees with the Committee conclusions, they may not sign the form and can appeal to the Graduate Program Director or the Associate Dean at GPS.

RAC Chair checklist

1. Prior to the meeting
   - [ ] Verify that an abstract has been sent to the committee members
   - [ ] Verify that the progress tracking form has been prepared

2. At the meeting
   - [ ] Present agenda and the procedures to be followed
   - [ ] Conduct closed meeting between committee members
   - [ ] Confirm that project plan or abstract is provided and to standard
   - [ ] Confirm that the Progress Tracking form has been prepared
   - [ ] Student present their progress
   - [ ] Conduct another closed meeting between committee members to discuss the presentation
   - [ ] Communicate recommendations to the student, and conclude the meeting