

GRADUATE STUDENT COMMITTEE MEETING QUICK REFERENCE GUIDE

Meeting type	Goals	Responsibilities	Comments
Program of Studies (MSc or PhD)	<ol style="list-style-type: none"> 1. To introduce the graduate student (and tentative project idea) to the newly formed advisory committee 2. To complete the program of studies (POS) form and obtain approval from the advisory committee 	<p>SUPERVISOR</p> <ol style="list-style-type: none"> 1. Identify committee members and invite them on the advisory committee 2. Arrange for student to meet committee members (Doesn't have to occur all at once) 3. Ensure POS form is completed and forwarded to the committee for approval 4. Send POS form to grad programs office after approval to be added to student's file. <p>STUDENT</p> <ol style="list-style-type: none"> 1. Assist supervisor in completing the Program of Studies form. 2. Begin planning for the graduate program <p>CHAIR</p> <ol style="list-style-type: none"> 1. Not involved unless requested 	<ul style="list-style-type: none"> • The "Program of Studies (POS)" form contains required elements of the individual student's program. • Typically completed within the first six weeks of starting the MSc or PhD program • POS approval can be obtained via email, via individual meetings with committee members, or through one meeting with the entire committee. Face to face meetings are encouraged to help the student become acquainted with the committee members and the chairperson. • Advisory committees are expected to support and advocate for students throughout all phases of their program.
Proposal meeting (MSc or PhD)	<p>Obtain approval from the advisory committee to begin research activities for thesis.</p>	<p>STUDENT</p> <ol style="list-style-type: none"> 1. Prepare a detailed research proposal in collaboration with supervisor that includes the following elements: <ol style="list-style-type: none"> a. Literature review/background b. Detailed research methods c. Timeline of activities until completion 2. Obtain approval from the supervisor to circulate proposal to advisory committee. 3. Send proposal document to all advisory committee members including the chair. 4. Organize a meeting with advisory committee (including chair) occurring at least ONE week after proposal document 	<ul style="list-style-type: none"> • Ideally held within 6 months of starting the MSc or PhD program (if proposal is not obtained within 1 year the grad chair should be consulted). • Students and supervisors are urged to include advisory committee members in the development of the proposal. • Consider formatting the proposal document using the final thesis template to help students reduce their workload in the final stages of drafting their thesis.

		<p>has been circulated. Include the graduate program secretary on all emails pertaining to scheduling this meeting.</p> <ol style="list-style-type: none"> 5. Prepare a presentation (15 to 20 minutes max) to summarize the research proposal to advisory committee members at the meeting <p>SUPERVISOR</p> <ol style="list-style-type: none"> 1. Provide guidance and support during development of research proposal 2. Ensure student receives necessary training (and/or undertakes necessary reading) to be able to plan and conduct the research project 3. Ensure the proposal is complete and likely to be approved by the advisory committee. 4. Supports the budgetary requirements of the proposal/research. <p>CHAIR</p> <ol style="list-style-type: none"> 1. Chair the proposal approval meeting, record minutes and submit the report to the graduate secretary following the meeting. 	
<p>Progress meeting (MSc or PhD)</p>	<ol style="list-style-type: none"> 1. To update the advisory committee about progress since last meeting 2. To discuss specific challenges/alternatives encountered during research 	<p>STUDENT</p> <ol style="list-style-type: none"> 1. Keep advisory committee updated to activities progress if a period of 1 year has elapsed without a meeting. 2. Progress updates should typically be communicated via a written document to the committee at least 1 week prior to the meeting (if it is face to face). However, alternate methods can be approved by the supervisor and committee. <p>SUPERVISOR</p> <ol style="list-style-type: none"> 1. Remind student to update committee at least once per year. 	<ul style="list-style-type: none"> • Circumstances sometimes arise when students do not have new information due to competing activities such as coursework, exams, or experiential placements. In situations such as these, it is acceptable for the student to provide a progress update to the entire committee by EMAIL. The email must update the committee about recent activities and ask for comments. This email must include the graduate programs secretary to be saved in the student's file. • The email must clearly outline the reasons for no progress and indicate what effect this will have on the student's program.

		<p>2. Chair the progress meeting, record minutes and submit the report to the graduate secretary following the meeting.</p> <p>CHAIR</p> <p>1. Not involved unless requested</p>	
<p>PhD Qualifying Exam (Not required for all PhD students)</p>	<p>Obtain approval to enter the PhD program. Students are assessed for their suitability, capacity, and potential for success in the PhD program.</p>	<p>SUPERVISOR AND COMMITTEE</p> <p>Administer an exam that is as rigorous as a Master's thesis defence.</p> <p>STUDENT</p> <p>1. Demonstrate sufficient knowledge of the general field of study to be successful in the PhD program.</p> <p>2. Prepare a written document to be circulated to the advisory committee at least 2 weeks prior to the examination date. For reference, this document must contain: a) background section; b) summary of research activities to date; c) summary of research proposed. Each section should not exceed 5 pages. The supervisor and/or committee can help with the written document but should not re-write major areas. Part of the assessment for the advisory committee will be the students written communication skills. This document will serve as primary evidence.</p> <p>3. Present an oral presentation 20 minutes in duration containing: a) research activities conducted thus far; b) analysis and interpretation of results generated to date; c) a brief summary of the proposed PhD research project(s).</p>	<ul style="list-style-type: none"> • PhD qualifying exams are held for 1 of 2 reasons: <ul style="list-style-type: none"> ○ A student entering the PhD program does not possess all the prerequisites (e.g., has not completed a thesis-based MSc) OR ○ A student currently in the MSc program is requesting a transfer to the PhD program • This meeting does <u>NOT</u> serve as the PhD proposal meeting. It is an assessment of the student's ability to succeed as a PhD student.

		<p>4. Organize a meeting with advisory committee (including chair) occurring at least 2 weeks after proposal document has been circulated. Include the graduate program secretary on all emails pertaining to scheduling this meeting.</p> <p>ADVISORY COMMITTEE</p> <p>1. Conduct a thorough assessment of the student's suitability for the PhD program. Members should take this responsibility seriously and consider all aspects of the student's performance.</p> <p>CHAIR</p> <p>1. Chair the qualifying exam and facilitate a decision of the advisory committee.</p> <p>2. Record minutes and submit the report to the graduate secretary following the meeting.</p>	
PhD Comprehensive Exam	Student must demonstrate comprehensive understanding of the background knowledge and research approaches related to their area of focus. A pass is required for the student to continue in the PhD program (i.e., as a PhD candidate).	*See guideline documents for the PhD comprehensive exam.	<ul style="list-style-type: none"> It is strongly encouraged that PhD students schedule their comprehensive exam as early as possible in their program. Delaying this exam poses risks to students through possible lost tuition and lost time if they cannot proceed to a PhD defence.
Permission to Write	Obtain approval to cease research activities and complete the writing required for the final thesis document.	<p>STUDENT</p> <p>1. Prepare a detailed document containing (at minimum) results of all experiments to date. Ideally, the research document is presented in the format of the final thesis with all sections except the discussion (e.g., background, methods, results). However,</p>	<ul style="list-style-type: none"> Consider formatting the permission to write document using the final thesis template to help students reduce their workload in the final stages of drafting their thesis.

		<p>this format is not required to be granted permission to write.</p> <ol style="list-style-type: none"> 2. Obtain approval from the supervisor to circulate permission to write document to advisory committee. 3. Send permission to write document to all advisory committee members. 4. Organize a meeting with advisory committee occurring at least 2 weeks after permission to write document has been circulated. The chair does not have to attend. Include the graduate program secretary on all emails pertaining to scheduling this meeting. 5. Prepare a presentation (20 minutes) containing a brief summary of all the research data produced for the thesis. Include interpretations and ideas for discussion in the final thesis draft. <p>SUPERVISOR</p> <ol style="list-style-type: none"> 1. Provide guidance and support during development of the permission to write document/thesis. 2. Ensure the document is complete and likely to be approved by the advisory committee. 3. Identify names of individuals who can serve as thesis examiners: <p>PhD defence external examiner (top 3 list) university examiner (top 3 list)</p> <p>MSc “arms-length” examiner (top 3 list).</p>	
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Defence		<p>STUDENT</p> <ol style="list-style-type: none"> 1. Prepare the final thesis. 2. Obtain approval from the supervisor to circulate thesis to advisory committee. All 	The graduate secretary will schedule all defences

		<p>advisory committee members must approve the final thesis (electronic approval is typical) before the student can move to the defence. Committee members may request updated thesis drafts be resubmitted before approval is granted.</p> <p>3. Prepare a presentation (MSc - 30 minutes; PhD 40 minutes) containing an overview of the thesis research including interpretations and future work. The presentation will be performed in an “open” format where general audience members are allowed to attend.</p> <p>SUPERVISOR</p> <ol style="list-style-type: none"> 1. Provide guidance and support during development of the final thesis 2. Ensure the document is complete and likely to be approved by the advisory committee. 3. Help student anticipate questions and prepare for the defence. <p>ADVISORY COMMITTEE</p> <p>Prior to the defence:</p> <ol style="list-style-type: none"> 1. Assess the thesis and determine if it is ready for the defence. 2. Help student anticipate questions and prepare for the defence. <p>At the Defence: During the defence ask the number of questions you need to decide whether the performance is a pass or fail.</p> <p>CHAIR</p>	
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