PROGRAM OF STUDIES MEETING

General Information

Purpose

The Program of Studies meeting is a required step for all MSc and PhD students and is typically completed within the **first two months** of the program. This meeting serves to review and approve the components of the student's academic program, ensuring that the necessary academic and supervisory structures are in place early on. It also serves as the student's formal introduction to their advisory committee and provides an opportunity to present the initial research project idea.

Documentation

With guidance from their supervisor, the student is responsible for preparing the required documentation in advance of the meeting. These include:

- Meeting Report Form
- Project Description Form
- PN-200 Form
- Student-Supervisor Agreement

These documents outline the structure of the student's program, expectations for supervision, and details about the proposed research.

Program of Studies Meeting

The supervisor plays a central role in organizing the meeting. This includes identifying and inviting appropriate members to serve on the advisory committee and ensuring that all required forms are completed and circulated to the committee for review and approval.

The approval of the Program of Studies may be obtained in several ways: through a single meeting with the full committee, via individual meetings with committee members, or by email. In-person meetings are strongly encouraged, as they provide a valuable opportunity for the student to establish early connections with their committee members and the Chair.

Once approved, the finalized documents must be submitted to the Graduate Programs Administrative Assistant for inclusion in the student's academic file.

Changes to the Program

The PN-200 Form includes key elements of the student's program, such as the proposed research topic, coursework, available funding, and any required ethics approvals and training. If there are changes to the student's course requirements, supervisory team, advisory committee membership, or a significant shift in the research project, revisions to the Program of Studies must be approved by the committee and re-submitted to the Graduate Office.