

## RESEARCH PROGRESS MEETING

Research progress meetings (or “progress update”) are scheduled to keep advisory committee members updated if a period of 1 year has elapsed without a research-related meeting. Progress updates should be documented on the “Yearly Update Form” (see below) and provided to the committee at least one week prior to the meeting.

The research progress meeting gives committee members an opportunity to provide both input into the project and any support to the student deemed necessary to ensure successful and timely completion of the proposed research. Advisory committee members serve as a resource and should be consulted when difficulties with the project arise to prevent major extensions to the student’s time in program.

Note that a Research in Progress meeting must be held before a student can request an extension to their time in program.

### Alternative to a face-to-face meeting

Circumstances sometimes arise when students do not have new information due to competing activities such as coursework, comprehensive 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 without a face-to-face meeting. The email must cc the Graduate Program Administrative Support Person and it must include the yearly update form. It must also clearly outline the reasons for no progress and indicate what effect this will have on the student’s program.



**Committee Meeting Yearly Update Form**

Students must complete this form in consultation with their supervisor(s) and provide it to all committee members and the Research and Graduate Affairs Office a minimum of *one week* prior to each Proposal, Research in Progress, and Permission to Write meeting.

**Student:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Most Recent Meeting Date:** \_\_\_\_\_

**UPCOMING COMMITTEE MEETING DETAILS**

**Committee Meeting Type:** \_\_\_\_\_

**Committee Meeting Date:** \_\_\_\_\_

**Time and Location:** \_\_\_\_\_

**SCHOLARLY ACTIVITIES UPDATE**

Please complete the following sections, updating your activities since your most recent committee meeting. Fields will expand as required.

**1. List any publications published since your last committee meeting:**

**2. List any oral or poster presentations given since your last committee meeting:**

**3. List any professional development opportunities completed since your last committee meeting, including writing or other professional development courses, teaching or teaching assistant opportunities, journal clubs, seminars, etc.:**

**RESEARCH ACTIVITIES UPDATE**

Please note any major difficulties you encountered with your research project since your last committee meeting, if any.