# PhD SUPERVISORY COMMITTEE MEETING REPORT

**to the School of Graduate Studies**

Student ID# 0000000 First Name Click or tap here to enter text. Family Name Click or tap here to enter text.

# Program Click or tap here to enter text.

Date student began PhD studies at McMaster: Click or tap here to enter text. Date of last Supervisory Meeting: Click or tap here to enter text.

Date of This Meeting: Click or tap here to enter text.

## Date format: YYYY-MM-DD

**This report must be returned to the School of Graduate Studies, at least once a year, for every Ph.D. student.**

Please indicate if student is scholarship holder of [ ]  OGS [ ]  SSHRC [ ]  NSERC

 Other: Click or tap here to enter text.

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| --- |
| The School of Graduate Studies Calendar states that the Comprehensive Examination for full-time students will normally have taken place between 12 and 20 months from commencement of PhD studies with an upper limit of 24 months.Please complete **Part A** if comprehensive is complete since last committee meeting or **Part B** if comprehensive is still to be completed. |
| **Part A:** The Comprehensive Examination requirement was completed on | Date: | Click or tap to enter a date. | Grade: (P+,P, or F) | Click or tap here to enter text. |
| **Part B:** The Comprehensive Examination is expected to be completed by | Date: | Click or tap to enter a date. |
| Please justify an expected date of completion that exceeds 20 months in the program in the comments section. |

With some qualifications, the Calendar (Section 2.7.2) states that supervisors should respond to a draft of the PhD thesis within two months. Providing comments on individual chapters will take place proportionately less time. Please answer the following only if draft research was submitted by the student during the year.

|  |  |  |
| --- | --- | --- |
| Entire thesis draft | Response time | Click or tap here to enter text.  |
| Portions of thesis | Response time | Click or tap here to enter text.  |
| Other Research Material | Response time | Click or tap here to enter text.  |

Does the committee think that this is satisfactory in light of the Calendar standard and the norms within the discipline?

 [ ]  Yes [ ]  No

**Supervisor’s report Part A: Progress**

Progress made in accomplishing goals set out in last report (or toward meeting degree requirements since beginning the program if this is the first report):

(i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, conference presentations, publications).

Click or tap here to enter text.

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|  |
| --- |
| **Part B Goals**Specific goals for the next interval of \_\_\_months (attach an additional page if necessary):Click or tap here to enter text. |
| Anticipated date for the completion of degree requirements: | Date: Click or tap to enter a date. |  |

**Part C Comments:**

Click or tap here to enter text.

**Committee’s Report**

Evaluation of overall progress since last report:

**RATING** [E] Excellent [G] Good [M] Marginal\* [U] Unsatisfactory\*

 **Print Name Email Address (McMaster if available) Rating Signature**

Supervisor Name Click or tap here to enter text. \_\_\_\_\_

2nd member Name. Click or tap here to enter text. \_\_\_\_\_

3rd member Name. Click or tap here to enter text. \_\_\_\_\_

4th member Name. Click or tap here to enter text. \_\_\_\_\_

\*Where progress is deemed marginal or unsatisfactory, attach a detailed explanation of what must be accomplished over the next 6 months in order to remedy the situation.

This completed report has been seen by me.

Student’s Signature:

 Date:

Department Chair’s Signature

 Date:

The student may append additional comments. A student who thinks that s/he is receiving unsatisfactory supervision is urged to follow the recommended grievance procedure for the Department or Program and/or to contact the Department Graduate Advisor, Department/Program Chair, or the Associate Dean of Graduate Studies.

The student’s single page report on his/her progress ***must*** be appended to this page.

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## TO BE COMPLETED BY THE STUDENT and SUBMITTED FOR THE COMMITTEE MEETING

Details of progress made since the last report (or toward meeting degree requirements since beginning the program if this is the first report), i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, conference presentations, publications:

Click or tap here to enter text.

Student signature: Date:Click or tap to enter a date.

Supervisory Committee Members: Initial below to affirm that you have read the student’s report on this page. Supervisor:\_\_\_\_ Committee Member: \_\_\_\_ Committee Member: \_\_\_\_ Committee Member: \_\_\_\_