



### **MEETING OVERVIEW:**

The Supervisory Committee meetings are documented meetings between the student, supervisor and other members of the Supervisory Committee. The purpose of the meeting is to review the student's research proposal and graduate program progress. Usually, students pre-circulate a short report and begin the meeting with an overview of his/her research (e.g., 15 to 20 minute oral presentation, augmented by overheads as appropriate) followed by discussion. The student's research proposal must be approved by the Supervisory Committee within the **first 6 months** of the program for **MSc students** and within the **first 12 months** for **PhD students**.

### **FREQUENCY OF MEETINGS:**

To remain in **good standing**, a documented meeting must be held **every 6 months**. Failure to meet this requirement could jeopardize a student's standing in the program. PhD students who have not had at least 4 meetings within the first 3 years of their program may not achieve candidacy.

Ideally, the student, supervisor and all members of the Supervisory Committee should attend the meeting. However, if there are scheduling conflicts with a single member, the meeting may proceed without that member. In the case of repeated instances of scheduling conflicts, the student and supervisor should consider replacing that member (**note:** please meet with the Graduate Coordinator to discuss said option further). A student who has failed to meet with their Supervisory Committee within a given year will be considered to have received an unsatisfactory progress report from the committee.

The first meeting must take place within the first 6 months for MSc students and during the first 12 months for PhD students. At the first meeting, the student should present an outline of their proposal including the course work to be undertaken. At the second meeting, the student should present a review of the pertinent literature, an update on course completion, and an overview of the hypothesis and experimental approach to be undertaken. Subsequent meetings should monitor progress. Students are also encouraged to meet informally with committee members as often as necessary.

### **MEMBERS OF THE SUPERVISORY COMMITTEE:**

All RSI students are required to submit the proposed membership of their Supervisory Committee to the RSI Office using the **Supervisory Committee Approval Form** by the end of their first term in the program (i.e. December 31 for students starting in September and April 30 for students starting in January). This form must also be submitted if the Supervisory Committee membership changes during the student's program. Students will be notified by email of approval. The Supervisory Committee members' function is to provide expertise in the areas relevant to the thesis topic and should complement the supervisor's own research interests. The committee members assess, encourage and motivate the student, as well as provide guidance and mentoring. If this is the supervisor's first graduate student supervision, an experienced RSI graduate faculty member must be included on the Supervisory Committee.

**MSc:** The MSc Supervisory Committee has a minimum of 3 members including a supervisor who must be a RSI member with an SGS Graduate Faculty Membership (GFM). The other members need not be members of RSI but must have an SGS GFM.

**PhD:** The PhD candidate is expected, along with the assistance of the Supervisor, to select a Supervisory Committee. The PhD Supervisory Committee has a minimum of 3 members including a supervisor who must be an RSI faculty with an SGS GFM. The other two individuals must have a GFM in the School of Graduate Studies. Not all U of T faculty members have a GFM with SGS. Please review the RSI Graduate Appointment Policy for details. If you are uncertain whether a prospective

committee member meets the requirements, please contact the RSI Office. Only approved Supervisory Committee members are eligible to participate in Supervisory Committee meetings. Disagreements among Supervisory Committee members should be brought to the attention of the Graduate Coordinator(s). If necessary, a RSI Graduate Coordinator can attend a student's Supervisory Committee meeting if necessary.

**SUPERVISORY COMMITTEE MEETING FORM:**

The Supervisory Committee Meeting Form should be obtained by the student ahead of the meeting. Supervisory Committee Meeting Forms and any related minutes must be forwarded by the student to the RSI Office within 2 weeks of each meeting. All Supervisory Committee Meeting Forms are reviewed by the RSI Graduate Administrator and the RSI Graduate Coordinator(s). Documentation of the meeting is an essential part of the student record and it is the student's responsibility to ensure that the documentation is provided to the RSI Office in a timely fashion. Students and supervisors should retain a copy of the form. If a student receives two consecutive unsatisfactory reports, RSI may recommend termination of the registration and the eligibility of that student.