



Supervisory Committee Meeting Overview

The Supervisory Committee meetings are documented meetings between the student, supervisor, and other members of the Supervisory Committee. The purpose of the meetings is to evaluate the student's research and graduate program progress, provide feedback on their research products (e.g., proposal, manuscripts, presentations), address the student's questions, and discuss and support their professional development. In between meetings, a student must meet with their supervisor regularly (not less than every other week) and is encouraged to meet informally with committee members as often as necessary.

Process

Prior to the supervisory committee meeting, the student is required to (1) complete the [PART 1 – Supervisory Committee Meeting & Good Standing Form](#), (2) circulate a short report of their accomplishments in a form of their academic style CV¹, and (3) provide access to the presentation slides (if appropriate or requested by the committee). The CV should include an additional section (not typical for a CV) on coursework, listing the numbers and titles of the courses, and the grades achieved. The accomplishments of the past six months (since the previous supervisory committee) should be highlighted.

The meeting will begin with a brief review of the recent accomplishments followed by a presentation of the research to-date (e.g., 15-20-minute oral presentation). The question/discussion period may include not only questions for the student to support performance evaluation, but also the student's questions for the committee members. The meeting is concluded with the evaluation & recommendations for the student, which are documented in the PART 2 – Supervisory Committee Meeting & Student Good Standing Form.

After the supervisory committee meeting, the student will receive an email with the evaluation document attached and a link to the PART 3 – Supervisory Committee Meeting & Student Good Standing Form. In this form, the student will confirm their endorsement of the evaluation and provide an electronic signature.

Frequency Of Meetings

Two meetings are required per year to ensure a student's good standing (~every 6 months). Failure to meet this requirement will jeopardize a student's standing in the program. A student who has failed to meet with their Supervisory Committee as required will be considered to have received an unsatisfactory progress report from the committee. Should an extension be needed, reasons for the delay must be provided by the student in writing to a graduate coordinator.

Permission by a graduate coordinator for the extension is required to proceed. Additional meetings (e.g., a meeting held at 3 months since the previous meeting) might be recommended

¹ A student CV template has been provided on Quercus

when the student receives an unsatisfactory performance evaluation, when rapid progress is necessary (e.g., around the end of the program), or if the student can benefit from the extra support.

Unsatisfactory Research Progress

If a student receives an unsatisfactory research progress report from their supervisory committee, the committee and the students must develop a remediation plan. The plan should include: (a) a detailed outline of activities to support the achievement of research/academic milestones, (b) re-evaluation within three months, and (c) engagement of relevant support services, if appropriate. The student and their supervisor must each consult with a graduate coordinator to review and approve the plan.

Members of the Supervisory Committee

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. They are identified by the student and supervisor in the first 6 months of the program. If this is the supervisor's first graduate student supervision, an experienced RSI graduate faculty member must be included on 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.

Membership: The Supervisory Committee has a minimum of 3 members including a supervisor who must have an SGS Graduate Faculty Membership (GFM) at RSI (see GFM related information [here](#)). The other members need not be members of RSI but must have a SGS GFM.

It is expected that the Supervisor is available for regular (biweekly, at minimum) in-person meetings with the student; supervisors who take a leave of absence or are away on sabbatical must notify a graduate coordinator and appoint a designate for the term of their absence.

All members of the Supervisory Committee should attend supervisory committee meetings. However, if there are scheduling conflicts with a single member of the Supervisory Committee, the meeting may proceed without that member. In the case of repeated instances of scheduling conflicts with the same committee member, the student and supervisor should consider replacing that member.

If there are questions regarding supervisory issues, please email rsi.gradcoord@utoronto.ca.

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