

Agenda (recommended)

1) Identify the Chair. The Chair is responsible for the proper conduct of the activity. The Chair is expected to exercise full control over the proceedings, and is entitled to suspend or stop the activity, if necessary. The Chair may be any member of the supervisory committee (except the primary supervisor or co-supervisor). The Chair should ensure that all members adhere to the agenda and maintain order, that the meeting is conducted fairly such that all members are given an appropriate amount of time to question the student, that the student is given reasonable opportunity to respond to the questions, and that the meeting is adjourned in a timely manner.

2) The Chair asks the student to temporarily exit the room. The Chair confirms that each member of the committee has read the student's report/thesis. The committee should discuss the following:

- whether the student has fulfilled the course requirements,
- whether there are any comments and/or issues that should be discussed with the student, and
- the question-and-answer sequence.

The Chair asks the supervisor(s) to disclose to the committee:

- how often have they met with the student to discuss progress since the last meeting,
- the status of financial support for the student, and
- known aspirations of the student and their strategy for degree completion.

The Chair admits the student back into the room.

3) Student presentation (20 min). The student summarizes the research and progress to date. Contents should include:

- project scientific background (if applicable),
- high-level overview of project objectives, hypotheses, methods, etc.,
- details of results, issues, timelines, etc., and
- proposal of next steps.

4) The committee questions the student (approx. 5–10 min per member). This could go for multiple rounds.

5) When there are no further questions, the Chair asks the student to temporarily exit the room so that the committee may deliberate. Confidential student evaluation deliberation (5–10 min). The Chair reminds the committee that: a) they should discuss the report/thesis and the voting options before the decision, and b) the evaluation covers both the written material and the oral presentation. After the committee reaches consensus, the Chair admits the student back into the room.

Decision: Committee meeting (form section 3.1A)	Decision: Exam/defense (form section 3.1B)
The committee must vote yes or no on the question of whether the student's overall progress to date is satisfactory. This decision is not a summative judgement based on performance; rather, this decision is intended as a clear signal to indicate if the student may proceed in the program or if program change(s) may be required.	The committee must vote yes or no on the question of whether the student has qualified for the PhD program, or whether the thesis and its defense are acceptable. More than one negative vote (or abstention) causes the activity to be adjourned.

6) The Chair informs the student of the committee's judgement and provides the student with recommendations for next steps (10–20 min).

Next steps: Committee meeting	Next steps: Exam/defense
The student must be given the opportunity to respond to the recommendations (form section 4.0). The Chair asks the supervisor(s) to temporarily exit the room for the student to speak with committee members in confidence about supervisory concerns, if any (5–10 min). After discussion, the Chair admits the supervisor(s) back into the room. The committee and the student should collaborate to record the outcome and discussion consensus on the program form (5 min). If an evaluation category has been marked as "marginal" or "unsatisfactory", the Chair and the student should work together to determine specific actions to be taken before the next meeting using the "Student Action Plan", which is to be appended to the committee report (5–10 min).	<u>Instructions for positive judgement:</u> The supervisor(s) will inform the student about the permission to proceed or the necessary thesis changes, if applicable. Editorial corrections (EC): must be completed within one month of the date of the defense. Minor revisions (MR): must be completed within three months from the date of the defense. <u>Instructions for negative judgement:</u> Reconvened defense date must be determined, if applicable. The Chair and the student should work together to determine actions to be taken before the reconvened defense using the "Student Action Plan", which is to be appended to the defense form (5–10 min).

7) The Chair adjourns the program activity after the form(s) is/are deemed acceptable as official record.

Post-activity instructions for the student

1) Create and retain a scanned copy of the completed activity form/report. The student must bring a copy of this form to the next meeting, if applicable.

2) Return the signed form to the BME Graduate Office (email it as a .pdf attachment to grad.bme@utoronto.ca with an appropriate subject; e.g., "Last name, First name – committee meeting/examination form YY/MM/DD")



MEETING / EXAMINATION FORM

(Last revised: 2024)

STUDENT INFORMATION

Instructions: Must be completed by the student prior to the academic activity. This section highlights some of the recent activities the student has conducted toward fulfillment of their degree program, informs the committee about why this gathering was called, and indicates any future events that may impact the student's progress, if applicable.

1.0 PROFILE

Today's date	Last name
U of T email	First name
Degree	Student number
Date of first registration in graduate studies (MM/YY)	Year of study
Collaborative specialization, if applicable	Research location (e.g., main campus, SickKids, etc.)

1.1 PAST

Activity type (committee meeting, defense, etc.)	Activity date	Recent activities (list up to 5) Outcome (e.g., satisfactory)
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

1.2 PRESENT

Academic activity type (check one)

<input type="checkbox"/>	Supervisory committee meeting (see 3.1A)	<input type="checkbox"/>	PhD qualifying/MASc bypass exam (see 3.1B)
		<input type="checkbox"/>	Departmental defense (see 3.1B)

1.3 FUTURE

Format: MM/YY – MM/YY

Anticipated degree completion date (required)	_____
Leave of absence period (max: 3 sessions), if applicable	_____
Anticipated start date of next program (e.g., medical school), if applicable	_____
Anticipated qualifying/bypass exam date, if applicable	_____
Personal time-off period (max 15 days), if applicable	_____



STUDENT'S ACADEMIC STANDING

Instructions: Must be completed by the student prior to the academic activity. This section provides an overview of the student's progress toward fulfillment of academic requirements, and lists teaching obligations that the student may have.

2.0 COURSEWORK		List foundation/elective courses you're taking (or have taken)		
Course Code & Title	Required (Y/N)	Date Completed	Grade	
1 _____	_____	_____	_____	
2 _____	_____	_____	_____	
3 _____	_____	_____	_____	
4 _____	_____	_____	_____	
5 _____	_____	_____	_____	
6 _____	_____	_____	_____	

2.1 TA		List courses that you're teaching this academic year (if applicable)			
Course Code	Term	Hours	Course Code	Term	Hours
1 _____	_____	_____	3 _____	_____	_____
2 _____	_____	_____	4 _____	_____	_____

I have informed my primary supervisor about my teaching responsibilities (if "No", you must add a comment in section 4.0 to explain why) Yes No

2.2 COMPULSORY ACTIVITIES	Yes	No	N/A
I have completed JDE1000 Ethics in Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of the BME1010/11 Graduate Student Seminar participation requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am on track to fulfill my seminar participation requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am exempt from seminar participation or enrollment (PhD year 5 and higher)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have achieved PhD Candidacy , if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.3 THESIS TIP: Use UofT [writing resources](#) to help you
Working title: _____

	Yes	No
I have a detailed thesis outline, with a clear overarching goal and appropriate aims, that have been defined and approved by the supervisory committee	<input type="checkbox"/>	<input type="checkbox"/>

If yes (above), indicate the date of the meeting when approval was obtained: _____



COMMITTEE EVALUATION

Instructions: Completed by the evaluation committee during the event. The faculty committee must assess the student's progress in the program and provide advice on future work. The committee should assess the current student based on a top performing student at a similar education stage. The evaluation should be substantive and rigorous.

3.0 STUDENT PERFORMANCE

The committee must detail observations of the student's progress under the following categories. For each category identified as "Marginal" or "Unsatisfactory", the student should be given time at this gathering to formulate an Action Plan (template below) to address the concern(s). The Action Plan must be approved by the Chair before this event is adjourned.

Please record one check mark per category.

	Exceptional (top 5%)	Excellent (top 10%)	Very good (top 15%)	Good (70-79%)	Satisfactory (60-69%)	Marginal (50-59%)	Unsatisfactory	N/A
General knowledge (about the field of study)								
Specific knowledge (project-specific techniques and relevant literature)								
Technical skills (dry/wet lab proficiency, aptitude for experimental design, records management, organizational skills, adherence to safety standards)								
Analytical skills (data synthesis, results interpretation, knowledge translation, problem solving, proper use of statistics, and critical thinking)								
Written communication (clarity, cohesion, organization, and grammar)								
Oral communication (clarity, reasoning, and ability to answer questions)								
Interpersonal skills (conscientiousness, ability to collaborate with supervisor, colleagues, etc.)								
Ethics (mindfulness of research ethics protocols, care and attention to animal husbandry, and ethical treatment of patients, if applicable)								
Professionalism (adherence to academic policies, procedures and deadlines, acumen, respectful communication, punctuality and attendance, e.g., 9am-5pm)								
Progress since last meeting (diligence, industriousness, resourcefulness, ability to prioritize, project management, and taking ownership)								
Deliverables (achieved in this academic year, since the prior meeting, or since entry into the program, as determined by the committee)								

No. of articles published _____ No. of presentations given _____ No. of conferences attended _____



COMMITTEE DECISION

Instructions: Completed by the evaluation committee during the event. The faculty committee must provide a formal report to the student, and the unit's Director, about the student's performance and the committee's recommendations.

Complete either 3.1A or 3.1B (not both)

3.1A COMMITTEE MEETING OUTCOME	Yes	No	N/A
For the official record, this student's <u>overall progress</u> to date is satisfactory.			/
Can the project be fulfilled by the anticipated degree completion date (see 1.3)?			/
This student may have permission to write and defend their thesis .			/
This student may have permission to conduct the MASc bypass exam.			

3.1B EXAM/DEFENSE OUTCOME

The Committee Chair must select one judgement in response to the question below, and provide additional information relating to the decision, if applicable. If the present activity is not an exam or defense, proceed to section 3.2 instead.

The student has qualified for the PhD program, or the thesis defense was acceptable

Yes	No	
<input type="checkbox"/> Permission to proceed in the PhD program (if applicable) <input type="checkbox"/> Permission to coordinate the PhD Final Oral Exam (if applicable)	Reconvened exam date: <hr style="border: 0; border-top: 1px solid black;"/>	
If the defense vote is positive, please indicate the thesis <u>acceptance condition</u> :		
<input type="checkbox"/> As is <input type="checkbox"/> Editorial Corrections (one-month deadline) <input type="checkbox"/> Minor Revisions (three-month deadline)		

3.2 COMMITTEE RECOMMENDATIONS List at least three expectations of the student before the next meeting

Activity description	Due date
1 _____	_____
2 _____	_____
3 _____	_____

(attach additional pages as needed)



3.3 ADDITIONAL COMMITTEE COMMENTS AND/OR SUGGESTIONS

Comments:

(attach additional pages as needed)



STUDENT RESPONSE

Instructions: During the meeting, when the primary supervisor (and co-supervisor if applicable) is/are asked to leave the room for the student to speak with regular committee members, the student may respond to the committee's recommendations and/or provide a written response to the committee's concerns. The supervisor(s) should be invited to return after the student has completed the feedback section.

4.0 STUDENT FEEDBACK

Normally, how often do you meet with your supervisor? (e.g., weekly, monthly, rarely, etc.) _____

I acknowledge that I have read the comments or concerns raised by my committee members (above) and understand what I should do to address them.

Yes (comment is optional)

No (comment is required)

Comments:

(attach additional pages as needed)

SIGNATURES

*Instructions: This document is an official report on student progress. Ideally, all participants should digitally or physically sign the pdf form. If faculty members are unable to sign/edit the pdf, consensus requires an email response from each committee member, which could stand in place of signatures. The Chair (or student) should email the meeting form to the Graduate Office and copy (cc) all participants with explicit instruction for members to respond. Then all committee members should confirm their approval of the form in a response to the Graduate Office using **REPLY ALL**.*

5.0 SIGNERS

	Full name (please print)	Signature
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The Student		
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The Committee (must hold active Graduate Faculty Membership at School of Graduate Studies, University of Toronto)

Chair		
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Supervisor		
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Co-supervisor, if applicable		
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Committee member		
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Committee member		
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Student Action Plan

(Last revised: 2019/11)

The student is required to submit an action plan for each area that the committee identified as “**Unsatisfactory**” or “**Marginal**” in the Committee Evaluation section. The student should complete this form under the guidance of the committee Chair. The student should rephrase issue(s) identified by the committee in his or her own words, and then propose three action items to be done before the next committee meeting. Actions should be specific, measurable, achievable, realistic, and timely (i.e. SMART).

Area of improvement 1	Issue(s) identified
Action item 1)	
Action item 2)	
Action item 3)	

Area of improvement 2	Issue(s) identified
Action item 1)	
Action item 2)	
Action item 3)	

(Attach additional action plans as needed)

