

# Mandatory Supervisory Committee Meeting for all ESE PhD Students



- Implementation Steps:

- 1) Scheduling the date and time: Supervisor, in consultation with the supervisory committee (SC) members and student, schedules the date and time of the SC meeting. It is recommended that the SC meeting duration be no more than 1 hour.

Note 1: The onus is on the student and their Supervisor to set up the SC meeting before the end of the reporting period.

Note 2: The Supervisor, in consultation with the SC members, selects the meeting venue and informs the student.

- 2) Expectations of the student prior to and at the SC meeting (e.g., submission of progress report, oral presentation on progress, etc.) are defined by the SC, and communicated to the student well in advance of the SC meeting day.

- 3) Meeting Agenda: Proceedings at an SC meeting (e.g., student presentation on their progress, Q&A session, verbal feedback, etc.) are set by the SC

Note 3: The proceedings must be such that at the end of the meeting, the SC members have sufficient info to provide a honest assessment of the student's performance during the current reporting period.

Note 4: SC members complete an SC feedback form (comprising the 2 items listed below, softcopy available on Department website) and then sign the form

- i) specific feedback to the PhD Student
- ii) specific research goals for the next reporting period

- 4) Form submission: Supervisor returns the SC feedback form to the student, who signs and submits the form to the ESE Graduate Office.

Note 5: ESE Graduate Office keeps the form in the student's file and also sends a copy to each SC member and the student.