Meeting Date: .

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| --- | --- | --- |
|  | 4-year PhD // DE (5-year) PhD |  |
| Student  | Degree program  | Enrolment date (PhD program) |

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| --- | --- | --- |
|  |  |  |
| Supervisor  | Committee member  | Committee member  |

Committee Report

1. Thesis **topic**:

2. What concrete progress has been **made in the last year**? Which aspects of the research plan described in the previous supervisory committee meeting were implemented, and which were not?

3. Overall **assessment of progress** towards PhD, since last meeting:

Excellent: beyond expectations // Good: meets expectations // Less than expected // Unsatisfactory

**Comment** on strengths and weaknesses measured against expectations; identify any external factors that have impeded progress; and summarize.

4. What is the **research plan** for the coming year?

5. **Viability:** comment on the leading risks and/or the most critical unknowns. Are the necessary resources (including financial support) available? If not, specify what is lacking.

6. Has the candidate done enough research to **begin writing up**? If not, what is the expected timeline for completion of all thesis work?

## Recommendation

After meeting with the student and assessing research progress, we recommend

 that the student **continue** in the PhD program
 with the next committee meeting to be held by (date).

 that the student proceed in the PhD program, but that the following conditions should be met
 by (date), at which time another PhD committee meeting should be held.

Conditions:

 that the student not proceed in the PhD program.

Reasons:

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| --- | --- | --- |
|  |  |  |
| Supervisor signature | Committee member signature | Committee member signature |

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|  |  |  |
|  | Student signature |  |

TO BE COMPLETED BY THE GRADUATE OFFICE:

 The student has been sent a copy of this report