



**GRADUATE ADVISORY  
COMMITTEE FORM 2023/2024**

**THIS FORM MUST BE SUBMITTED TO THE GRADUATE OFFICE WITHIN 48 HOURS OF THE ADVISORY COMMITTEE MEETING IT IS TO REPORT ON.**

**Instructions to Students:** Please complete pages 1 & 2; this is your “Pre-advisory” Committee meeting report and should be given to your committee members at least 1 week prior to a Graduate Advisory Committee meeting.

**Instructions to Recorder:** The Recorder is a faculty member from the Graduate Advisory Committee who is designated to fill out pages 3-8 during the Graduate Advisory Committee meeting. **The Recorder *must* be someone other than the Supervisor.** Please indicate the Recorder in the Advisory Committee Members table, below.

A student is considered to be in “good academic standing” when they maintain the requirements of minimum grade performance in coursework (B-) and meet at least once per academic year (July 1 to June 30) with their Advisory Committee and have submitted an Advisory Committee Report to the Student Services Office for review by the Associate Dean for Graduate Education following such a meeting. Failure to maintain good academic standing may result in various sanctions, including ineligibility for financial assistance, lowest priority for bursaries and assistantships, and even termination.

A student who encounters difficulties arranging a meeting of this Committee should consult the Student Services Office in advance of the relevant deadline for doing so. A student who, through his or her own neglect, fails to meet with their Advisory Committee in a given academic year will be considered to have received an unsatisfactory progress report from the Committee. In each of two consecutive Advisory Committee meetings, if a student's Advisory Committee reports that the student's progress is unsatisfactory, the Associate Dean, Graduate Education in consultation with the supervisor may recommend to the School of Graduate Studies the termination of registration and eligibility of that student.

**Student Name:** \_\_\_\_\_ **Student Number:** \_\_\_\_\_

**Title of Research Project:** \_\_\_\_\_

**M.Sc.:** \_\_\_\_\_ **Ph.D.:** \_\_\_\_\_ **Program Start Date:** \_\_\_\_\_ **Specialty:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_ **Date of Last Committee Meeting:** \_\_\_\_\_

**Advisory Committee Members**

	Print Name	Signature	Recorder (✓)	Present (✓)
Primary Supervisor			[REDACTED]	
Co-Supervisor				
Committee Member				
Committee Member				
Committee Member				
Assessor for Scientific Merit				

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**Date Received:** \_\_\_\_\_

**Associate Dean/Graduate Coordinator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 1. Abstracts at National or International Meetings

Has the student presented aspects of the thesis work at national or international research meetings: Where and when? (List)

## 2. Publications

Indicate publications arising from the thesis work, which are submitted, in press, or published in peer-reviewed journals. (List)

## 3. Committee Research Report:

Please append a copy of your Research Proposal and related appendices (if first meeting) or Research Update (5 pages, maximum), and (if applicable) your **previous Advisory Committee Report form** and provide these to your Graduate Advisory Committee members at **least 1 week prior** to your Graduate Advisory Committee meeting.

a) General background

Provide a general background that explains how your research fits into the existing body of knowledge.

b) Methods

c) Summary of progress since last Graduate Advisory Committee meeting, if applicable

d) Problematic aspects of the project, if applicable: students are strongly encouraged to include a section to expose and describe the problematic aspects of their project (i.e. theoretical and/or technical difficulties that are limiting their progress). This will give the Graduate Advisory Committee members an opportunity to think of alternatives well in advance.

e) Future directions: This section should describe the specific experimental plan for the next 6-12 months and an overall plan for the completion of the program.

f) Time line: Provide a time line demonstrating that the experiments can be performed within program time

**The Student may add additional comments on page 6 of the Advisory Committee Meeting form. A student who thinks s/he is receiving unsatisfactory supervision is urged to contact the Associate Dean, Graduate Education or the Graduate Coordinator.**

**The Recorder (someone other than the supervisor) should fill out the rest of the form (pages 3-4) during the Graduate Advisory Committee Meeting.**

**Review of student’s oral presentation at today’s Graduate Advisory Committee meeting:**

	Needs Improvement (Unsatisfactory)	Satisfactory
Organization		
Presentation (clear, audible, visual materials – slides, etc.)		
Presentation (critical evaluation of data)		
Ability to answer questions		

Other comments on presentation style:

**Research Progress:** Document what the student has completed by noting specific details of progress and accomplishments since the last meeting:

Describe work to be completed by the next meeting:

**Strengths/weaknesses and areas needing improvement:**

	Needs Improvement (Unsatisfactory)	Satisfactory
Reading in the area or related areas		
Ability to interpret		
Ability to design experiments		
Productivity/ability to complete experiments		
Ability to discuss results clearly		
Keeps clear records		
Ability to write, based on the progress report submitted to the Supervisory Committee		

Special advice given to the student:

**Overall, the student's progress was deemed to be:**

Needs Improvement  
(Unsatisfactory) \_\_\_\_\_

Satisfactory \_\_\_\_\_

Comments:

Define milestones/goals to complete program:

Permission to proceed to thesis writing is given: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Recommended date for next meeting:**

**\*Committee meetings are to be held at least once per academic year and no later than 12 months following the most recent meeting of the Committee.**

\_\_\_\_\_

## Instructions for Scientific Merit and Research Ethics Approval

The proposal was reviewed and judged to have scientific merit at a previous Graduate Advisory Committee meeting:

This page is NOT for research proposals that have undergone scholarly review by a financial sponsor (e.g., government funding agency) or for research which will require a subsequent application for funding. In both of these cases, scientific merit is/will be assessed by the peer reviewed funding agencies.

**1. For MSc or PhD students engaged in non-funded research dealing with humans ONLY:**

This page is only for student requests for *non-funded* research that requires Scientific Merit approval in order to satisfy the degree requirements and/or apply to the Ethics Review Board for human approval. Please append a copy of your Research Proposal to this Graduate Advisory Meeting Form, and give these documents to the Student Services Office.

**2. For MSc or PhD students engaged in non-funded research dealing with animals:**

All animal use protocol submissions must be made using the new My Research Animal Protocols (MRAP) system. Here is the link. To login, a valid UTORid and password is required:

<http://www.research.utoronto.ca/my-research/> Please see the detailed instruction page for additional details: <http://www.research.utoronto.ca/mrap-protocol-instructions/>

Approval of Scientific Merit for non-funded/non-peer reviewed research  
For MSc students engaged in non-funded research dealing with humans only

**This page is to be completed by an External Reviewer. The external must have a current SGS appointment and not be a member of the teaching faculty in the specialty of the student or a member of the student's advisory committee.**

**Does the External feel that they have adequate knowledge to judge this proposal for Scientific Merit (✓)?**

\_\_\_ Yes.

\_\_\_ No. If no, please indicate a potential external reviewer with suitable expertise to review this proposal:

\_\_\_\_\_

If "Yes", please complete the sections below:

The proposal was reviewed and judged to have scientific merit at this meeting \_\_\_

Complete evaluation matrix below:

	Originality	Objectives /Hypotheses	Research design/Plan	Data collection methods	Data analysis	Significance
Acceptable						
Needs revision (Unacceptable)						

Scientific Merit Evaluation:

Approve \_\_\_

Revisions needed, approval pending \_\_\_

External Reviewer's Name & Signature: \_\_\_\_\_ Specialty: \_\_\_\_\_

### **Confidential Student Comments**

Please comment on any aspect of this evaluation, on your program of study in general or on your Supervisor/Student-relationship. Alternatively, if you wish your comments to remain confidential, we urge you to contact the Associate Dean, Graduate Education or the Graduate Coordinator. If NONE, please write 'None' and sign below.

**Student's Signature:** \_\_\_\_\_

**STUDENT/RESEARCH SUPERVISOR MEMORANDUM OF AGREEMENT**  
**Responsibilities during Graduate Training**

The purpose of the agreement is to develop a clear understanding between the student and supervisor, and to facilitate completion of all the requirements of the graduate program. It is essential that both the student and supervisor go through this Memorandum of Agreement **TOGETHER**. Please sign on the designated line on last page, and copy twice. Please hand in the original copy to the Student Services Office, and both the student and supervisor should retain one copy each.

1) We have agreed together that the potential or actual thesis topic will be (provide title, if available):

2) We have agreed together that the potential Graduate Advisory Committee members will be:

1)

2)

3)

3) It is the **responsibility of both the student and the supervisor** to ensure that the Graduate Advisory Committee meets at least once every academic year (July 1 to June 30), and that a Graduate Advisory Committee Report arising from each meeting be submitted to the Student Services Office within 48 hours of the meeting. It is the **student's responsibility** to ensure the Committee meeting and ensuring the committee members attend either in person or via teleconference.

4) We have discussed together the importance, both for the student's CV and for the Faculty of applying for scholarships and awards. We have agreed that the student should apply for the following external and/or internal scholarships:

1)

2)

3)

**For sections 5 and 6:** If the student is unclear of the implications of authorship or the allocation of intellectual property, you are advised to contact the Graduate Specialty Program Director, or the Associate Dean, Graduate Education. Further information regarding University of Toronto's policies can be found on the [Intellectual Property Awareness Form](#).

5) Discuss the authorship and the order of authorship for the student on oral and poster presentations, journal submissions and book chapters (i.e. will the student always be the first author?).

6) We have discussed how intellectual property will be allocated (e.g. patents, licensing agreements, etc.) (i.e. will the student be a co-applicant on these applications?). Based on our discussion, we have agreed to the following:

7) We have discussed important timelines and major milestones including anticipated completion time and developed a schedule. Please provide one, unless this has been provided in the submitted proposal.

8) We have discussed the frequency, length and format of individual meetings, including the preferred method of communication, turnaround time for drafts of thesis chapters, publications or conference presentations are approximated below:

- a) Frequency and nature of meetings:
- b) Turnaround time for editorial revisions:

9) We have discussed email expectations and have noted that responses are not required outside of regular business hours.

10) We have discussed the Graduate Student Vacation Policy, which states “*Graduate students are permitted to take up to 2 weeks’ vacation time per academic year, in addition to the Winter Break, Reading Week and statutory holidays. In exceptional circumstances, additional time may be granted. Students must request the permission of their supervisor and Graduate Specialty Program Director (if applicable) in advance of any request.*”

11) We have discussed possible absences for both the student and supervisor that could affect the progress of the student’s program.

- a) Expected supervisory unavailability:
- b) Expected student unavailability:

Supervisor Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*Please hand in the original copy to the Student Services Office. Both the student and supervisor should retain 1 copy each.*