



Annual Doctoral Supervisory Committee Meeting Form

The School of Graduate Studies (SGS) at the University of Toronto requires students meet with their Doctoral Supervisory Committee once each year. The supervisory committee should provide guidance during students' doctoral research, add complementary value to students' supervision, and provide students with meaningful written feedback. The annual supervisory committee meeting may be held remotely or in-person and should consist of all supervisory committee members. Normally, the meeting lasts at least one hour and consists of a brief presentation (e.g., approximately 20 minutes) by the student that includes updates on the dissertation progress and a timeline for the accomplishment of key dissertation goals. As per SGS guidelines, *"This meeting should be substantive and rigorous. It should not be a brief, casual meeting which is only held to satisfy SGS regulations. Meetings should be more frequent if there are significant questions concerning progress and performance, or if it would benefit your academic work or research."* Note that the supervisory committee is also responsible for advising the graduate unit that a student's doctoral thesis is ready to proceed to examination. For full details, please visit the [SGS Supervision Guidelines for Students](#) webpage.

This form must be completed to document the progress evaluated at **each annual supervisory committee meeting**. PhD students will begin documenting committee meetings and submitting this annual form **the year following their dissertation proposal** (e.g. should students complete their dissertation proposal by July 1st in PhD1, then this form will need to be submitted annually beginning the following academic year in PhD2). Students are responsible for completing the form, obtaining the required signatures, and submitting the fully completed form to clinical-psych@utsc.utoronto.ca within 1-week of the meeting, which will occur any time between September 1 to August 31 of each academic year.

Student Information

Student Name: _____ Meeting Date: _____

Student Number: _____ Year of Study: _____

Dissertation Progress Since the Last Supervisory Committee Meeting (to be completed by student)

In this section, briefly outline the progress made since the last supervisory committee meeting, including but not limited to ethics submission, participant recruitment, data collection, statistical analysis, and written work.



Goals and Timeline *(to be completed by student)*

In this section, list your goals and objectives for the upcoming year, along with expected dates of completion.

Outcome/ Recommendations *(to be completed by student's supervisor(s))*

In this section, please summarize feedback from the committee regarding observations of the student's progress, and any recommendations.



The committee should come to a consensus decision about whether the student’s progress is *Satisfactory* or *Unsatisfactory*. If the student’s progress is rated *Unsatisfactory*, the procedures outlined in ‘Appendix F: Policies and Procedures on Remediation’ regarding ‘Inadequate Research Performance’ in the Graduate Handbook will be followed.

Overall Progress: Satisfactory Unsatisfactory

Supervisory Committee	Name	Signature	Present
Supervisor			Y N
Co-Supervisor (if applicable)			Y N
Committee Member			Y N
Committee Member			Y N
Committee Member			Y N

The student has read and acknowledges the Committee’s recommendations.

Student’s Signature: _____ Date: _____

Student Response to Committee Feedback *(optional)*