



PhD in Applied Science Committee Meetings

Information for Students & Faculty

- The attached form should be completed at each Supervisory Committee Meeting.
- Students in the PhD program should have a Supervisory Committee Meeting at least once per year. More frequent Supervisory Committee Meetings are encouraged.

For all Supervisory Committee Meetings

- The student should complete Part I of the attached form, print the form, and bring it with them to the Supervisory Committee Meeting.
- Near the end of the meeting, the Supervisory Committee should excuse the student for a few minutes to discuss the student's progress and complete Parts II and III of the form.
- The student should then be invited back into the room, and the Supervisory Committee should discuss the formal feedback detailed in Part II with the student.
- By adding their signature to Part III, the student acknowledges that they have received and understood the feedback given by the Supervisory Committee. If the student does not understand the committee's feedback, they should ask for clarification.
- The student and supervisor should keep copies of the completed form for their records. The completed form can be emailed to keith.bain@smu.ca (electronic signatures are fine), or a hard copy can be dropped off to Keith in the Dean of Science Office.

Assessment of Student Progress

- At each Supervisory Committee Meeting, the student's progress should be assessed as: satisfactory, unsatisfactory, or not acceptable.
- In the case of an Unsatisfactory assessment, remedial actions to be taken and an associated timeline should be documented in Part II of the attached form.
- An assessment of Not Acceptable may be made if progress toward the remedial actions outlined during the previous Committee Meeting has been inadequate.



**Saint Mary's
University**

**PhD in Applied Science
Committee Meeting Form**

Part I: To be completed by Student

Student Name:		A#:	
Program Start Date:			
Thesis Title:			

Date of this Committee Meeting:	
Date of previous Committee Meeting:	

Planned & Completed Courses/Degree Components		
Course	Semester	Grade (if complete)
APSC 7600: Graduate Seminar		
APSC 7610: Research App. & Knowledge Trans.		
APSC 7602: Doctoral Research Proposal		
APSC 7603: Qualifying Examination		
APSC 7620: Research Internship		
APSC 7604: Doctoral Dissertation		

Future Work

Target date for next meeting:

Actions to be completed before next meeting:
(for Unsatisfactory progress, outline remedial actions to be taken and timeline)

Part III: Signatures

Supervisory Committee Approval			
	Name	Affiliation	Signature
Supervisor			
Committee Member			
Committee Member			

Student Signature:	Date:
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Program Coordinator Signature:	Date:
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Email completed form to keith.bain@smu.ca, or submit hard copy to Keith in the Dean of Science Office