



## The PhD Supervisory Committee

The progress of a Ph.D. candidate is monitored by a Committee composed of the thesis supervisor and two, or occasionally three, additional members who are appointed by the Chair in consultation with the supervisor and the student. One member of the Committee may be invited from outside the Department or exceptionally, even from outside the University. With departmental approval, the composition of the committee may subsequently be changed. The Committee evaluates the progress of the candidate once a year and reports on it in writing, to the Graduate Coordinator. This report is a condition for re-registration in September for the next academic year and receipt of it will be strictly monitored by the Graduate Coordinator.

In particular, within one year after entry into the Ph.D. program, and normally in conjunction with the first meeting of the Committee, the student must present a written report on his/her Ph.D. project to the Committee including a critical review of the pertinent literature and a clear outline of the proposed investigation, its objective(s) and research plan. The Committee shall thoroughly assess the report, the progress, and the standing of the student and may suggest the modification or even suspension of his/her program. It is recommended that students structure this initial report similar to an operating grant application by a Principal Investigator, normally about 10 pages of single-spaced text plus references and tables/figs. Students should contact the Department if they need further instructions concerning this requirement. A copy of the student's written report must be submitted to the Graduate Office.

At each subsequent meeting of the Committee, the student should prepare a concise written progress report that summarizes the developments since the previous meeting and the remaining items to be accomplished for program completion. A copy of the written report should be submitted to the Graduate Office. The final meeting of the Committee must involve a decision regarding the most appropriate organization of the student's thesis, and the report of the Committee must include an explicit written recommendation that a sufficient body of experimental work has been completed and that preparation of the thesis may proceed.

Three years after registration in the Ph.D. program, and every subsequent year, the Graduate Education Committee will review the progress of the candidate and the projections for the completion of the program. Two consecutive reports from the Supervisory Committee indicating unsatisfactory student progress may result in a recommendation to terminate the registration and eligibility of the student.

The Supervisor, members of the Supervisory Committee, or the student, may report grievances directly to the Department Chair and/or Graduate Coordinator. **A Supervisory Committee Report must be received in the Graduate Office before the student is allowed to re-register in September.**