

Student ID# 0000000 First Name _____ Family Name _____

Program _____

Date student began PhD studies at McMaster: _____

Date of last Supervisory Meeting: _____ **Date format: YYYY-MM-DD**

Date of This Meeting: _____

This report must be returned to the School of Graduate Studies, at least once a year, for every Ph.D. student.

Please indicate if student is scholarship holder of OGS SSHRC NSERC Other (specify) _____

The School of Graduate Studies Calendar states that the Comprehensive Examination for full-time students will normally have taken place between 12 and 20 months from commencement of PhD studies with an upper limit of 24 months.

Please complete **Part A** if comprehensive is complete since last committee meeting or **Part B** if comprehensive is still to be completed.

Part A: The Comprehensive Examination requirement was completed on	Date:	Grade: (P+, P, or F)
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Part B: The Comprehensive Examination is expected to be completed by	Date:
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Please justify an expected date of completion that exceeds 20 months in the program in the comments section.

With some qualifications, the Calendar (Section 2.7.2) states that supervisors should respond to a draft of the PhD thesis within two months. Providing comments on individual chapters will take place proportionately less time. Please answer the following only if draft research was submitted by the student during the year.

Entire thesis draft Response time _____
 Portions of thesis Response time _____
 Other Research Material Response time _____

Does the committee think that this is satisfactory in light of the Calendar standard and the norms within the discipline?
 Yes No

Supervisor's report

Part A: Progress

Progress made in accomplishing goals set out in last report (or toward meeting degree requirements since beginning the program if this is the first report):

(i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, conference presentations, publications).

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Part B Goals

Specific goals for the next interval of ____ months (attach an additional page if necessary):

Anticipated date for the completion of degree requirements:

Date:

Part C Comments:

Committee's Report

Evaluation of overall progress since last report:

RATING [E] Excellent [G] Good [M] Marginal* [U] Unsatisfactory*

	Print Name	Email address (McMaster if available)	Rating	Signature
Supervisor	_____	_____	_____	_____
2 nd Member	_____	_____	_____	_____
3 rd Member	_____	_____	_____	_____
4 th Member	_____	_____	_____	_____

*Where progress is deemed marginal or unsatisfactory, attach a detailed explanation of what must be accomplished over the next 6 months in order to remedy the situation.

This completed report has been seen by me.

Student's Signature: _____ Date: _____

Department Chair's Signature _____ Date: _____

The student may append additional comments. A student who thinks that s/he is receiving unsatisfactory supervision is urged to follow the recommended grievance procedure for the Department or Program and/or to contact the Department Graduate Advisor, Department/Program Chair, or the Associate Dean of Graduate Studies.

The student's single page report on his/her progress **must** be appended to this page.

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TO BE COMPLETED BY THE STUDENT and SUBMITTED FOR THE COMMITTEE MEETING

Details of progress made since the last report (or toward meeting degree requirements since beginning the program if this is the first report), i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revise, conference presentations, publications:

Student signature: _____ Date: _____

Supervisory Committee Members: Initial below to affirm that you have read the student's report on this page.

Supervisor: _____ Committee Member: _____ Committee Member: _____ Committee Member: _____