

PhD in Health Program  
 Supervisory Committee Meeting  
 Assessment Form

**Date of Meeting:**

**Student Name:**

**Dissertation Title:**

**Committee Members:**

*Name*

*Signature*

*Chair:*

\_\_\_\_\_

\_\_\_\_\_

*Supervisor(s):*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Members:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Summary of Committee's Assessment of Student's Progress:**

	<b>Excellent (4)</b>	<b>Good (3)</b>	<b>Satisfactory (2)</b>	<b>Unsatisfactory (1)</b>
Critical Analysis				
Design of Research Projects				
Problem Solving				
Laboratory / Theoretical Skills				
Originality / Creativity				
Industriousness				
Independence				
Communication: Oral				
Communication: Written				
Research Potential				

**Overall Numerical Score (out of 40):** \_\_\_\_\_

**Actions required before next meeting:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Committee Recommendation:**

*The candidate ...*

\_\_\_\_\_ *may proceed (Assessment  $\geq$  20/40)*

\_\_\_\_\_ *may begin to write thesis*

\_\_\_\_\_ *has not demonstrated adequate progress (Assessment  $<$  20/40).*

***Failure to demonstrate satisfactory progress by next committee meeting may result in termination of programme.***

\_\_\_\_\_ *has not demonstrated adequate progress for a second time*

*(Assessment  $<$  20/40). Student's programme should be terminated.*

**Next Advisory Committee meeting should be held:**

\_\_\_\_\_ *in three (3) months during the week of* \_\_\_\_\_

\_\_\_\_\_ *in six (6) months during the week of* \_\_\_\_\_

\_\_\_\_\_ *in nine (9) months during the week of* \_\_\_\_\_

**FOR THE STUDENT:**

**This committee report has been discussed with me by the Chair and accurately reflects discussions and recommendations highlighted at this meeting of my advisory committee.**

*Signature of student:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Additional comments by student or committee:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Supervisory Committee Meetings

### Helpful Hints

1. Your supervisory committee should be established by **the end of the first month of your program** and a list of members submitted (on the appropriate form) to the PhD Health Office ([phdhealth@dal.ca](mailto:phdhealth@dal.ca))
2. Meetings of the committee should take place twice per year (preferably near the end of each term) in the early stages and more frequently during the thesis writing stage.
3. Please try to give the PhD office as much notice as possible (at least one week) once you have scheduled a meeting, particularly if you wish to have the Coordinator in attendance and/or if you require booking assistance.
4. Students can reserve some rooms by using the Self Serve Campus Booking option at MyDal <https://campusbookings.dal.ca/>. Rooms in the CHEB must be booked by staff so please contact the Program Assistant if you require assistance with this. This requires AT LEAST one week's notice.
5. One of your existing committee members will act as meeting Chair (preferably one who is physically in the room). **THE STUDENT should bring a hard copy of this form to the meeting and pass it onto the Chair after completing the fillable sections on page 1.**
6. In the meeting you should take 4-5 minutes to present what you have accomplished - courses, scholarships, presentations and other PhD related activities. Take another 5 minutes to present at least for the time being, how your research area is evolving.
7. Finish with a brief talk about your timelines for the next 12 months - comprehensive exams, articles, etc.
8. Committee members can ask questions at any time.
9. At the end of your presentation and any questions, the student leaves room and the members complete the evaluation form rating from 0-4 with half-points if needed, which is the group's opinion of progress.
10. The student is called back into the room to discuss the evaluation. The student returns the signed form to [phdhealth@dal.ca](mailto:phdhealth@dal.ca)