**Thesis Advisory Committee (TAC) Report**

**PART [A]: Academic Update** - To be completed by the student prior to the meeting

Name: ___________________________  Supervisor(s): ___________________________

Student Number: ___________________________  Committee Meeting Number: ___________________________

Date of Committee Meeting: ___________________________  Date of Previous Meeting: ___________________________

*Students must have at least one meeting per annum. If it has been over 12 months since the previous meeting, an explanation must be provided.*

Program (MSc, PhD, Direct Entry PhD): ___________________________

Program Start Date (mm/yyyy): ___________________________

Date of Transfer to PhD (if applicable) (mm/yyyy): ___________________________

Was a research report and the previous TAC report submitted to committee members at least 5 days prior to the meeting: **YES/NO**

Note: The research report should be a maximum of 3 single-spaced pages (not including title page, figures, and references) plus a maximum of 2 pages of figures.

Thesis Title: ___________________________

Coursework and Grades:

<table>
<thead>
<tr>
<th>Course</th>
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List of Research Accomplishments (e.g., published articles, conference abstracts and presentations):

List of Awards:

Has the GEMS Agreement been Completed: **YES/NO**

* All students must have an approved GEMS agreement each academic year. Without an approved, current GEMS agreement, a student will be ineligible for awards and scholarships.
PART [B]: Research Update - To be completed by the Committee Chair

*Student may be asked to leave the room during the evaluation process at the discretion of the committee.

Experimental and Other Recommendations (e.g., needs to improve on general or specific knowledge, work ethic, independence, critical analysis):

General Evaluation (Circle one per category):

<table>
<thead>
<tr>
<th>Category</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Laboratory Skills</td>
<td></td>
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<tr>
<td>Motivation/Industriousness</td>
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Overall Performance (Circle One): Satisfactory / Unsatisfactory

*Note: An ‘Unsatisfactory’ performance rating will necessitate another meeting within the next 4 months and indicate that the student is NOT in good standing. Two consecutive ‘Unsatisfactory’ ratings will justify dismissal from the program.*

If performance was deemed unsatisfactory, indicate the required progress for the next TAC meeting:

Have the concerns or suggestions from previous meeting(s) been addressed? Circle One: YES / NO / N/A

If NO, describe:

The student has permission to write (Circle One): Transfer Proposal / MSc Thesis / PhD Thesis / NA

Projected Date of next TAC meeting, Transfer Exam or Thesis Defence (mm/yyyy): ____________

<table>
<thead>
<tr>
<th>Committee Chair:</th>
<th>Name</th>
<th>Department</th>
<th>Signature</th>
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</thead>
<tbody>
<tr>
<td>Supervisor:</td>
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<tr>
<td>Co-Supervisor:</td>
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<td>Member 1:</td>
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<td>Member 3:</td>
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Student’s Signature: _______________________________ Date: ______________

Signature of the student indicates that the student has read and understands this TAC report. If the student wants to comment on the report, s/he may submit a written response using this [link](#). The student may indicate whether the comments should be distributed to the committee or to the Graduate Coordinators only. The student must submit the original TAC report and a scanned copy to the Graduate Office (MSB Room 6209; [lmp.grad@utoronto.ca](mailto:lmp.grad@utoronto.ca)), keeping a copy for future meetings.
Thesis Advisory Committee (TAC) Meeting Guidelines

1. The TAC Chair can be any member of the supervisory committee, but cannot be the student’s supervisor. The Chair is responsible for overseeing the meeting and for completing Part B of the TAC report.

2. The student should be present for the entire proceedings, but the student may, at the discretion of the committee, be asked to leave the room while Part B of the TAC report is being completed.

3. If one member of the supervisory committee is absent, the committee can either (a) cancel the meeting and reschedule it within a month; or (b) proceed with the meeting and have the student meet the missing member one-on-one to provide a progress update. If two or more members are absent, the meeting should be canceled and rescheduled within a month.

4. At the being of the meeting, the Chair should summarize the Academic Update (Part A) of the TAC Report.

5. After the student’s presentation and questioning, the Chair should complete the Research Update (Part B) of the TAC Report in consultation with the rest of the committee. The student may be asked to leave the room during this evaluation process at the discretion of the committee.

6. In evaluating a student’s performance, ‘Meets Expectations’ should be assigned if the student has performed satisfactorily or requires some improvement in that category. Most students are expected to receive this evaluation.

7. In the event that the student receives an evaluation of ‘Unsatisfactory’ in the Overall Performance Section, the Chair should provide a clear description of what the committee expects the student to accomplish before the next TAC meeting.

8. All TAC members should sign the Report.

9. The Chair should ensure that the student understands the recommendations and evaluations.

10. The student should read and sign the TAC Report. The student should submit the original and a scanned copy of TAC Report to the graduate office and keep a copy for his or her records.