

Department of Pharmaceutical Sciences
Information Regarding Student Advisory Committee Meetings

Students must meet with their Advisory Committees at **minimum once per academic year and before June 30th** of each academic year. Note that students wishing to apply to the Ontario Graduate Scholarship and Departmental Awards competitions must demonstrate satisfactory progress on a committee report at the time of adjudication and therefore need to hold their meeting by **May 31st**. Advisory Committee meetings should be held more frequently when needed to discuss important issues relevant to the student's project and/or progress. The following guidelines outline the expected format and content of these meetings.

1. Advisory Committee meetings are normally 90-120 minutes in length.
2. All Advisory Committee members should normally be in attendance (ideally in person); teleconferencing and other electronic media may be used when necessary.
3. One to two weeks prior to the meeting, the graduate student should circulate a written report to the committee members. This report should normally contain (note: items a-f should normally be completed in a maximum of two pages):
 - a. Agenda for the meeting
 - b. Summary of decisions/recommendations made at the most recent Advisory Committee meeting (if applicable)
 - c. Description of how the student addressed the decisions/recommendations from the most recent Advisory Committee meeting (if applicable)
 - d. Brief summary of progress since beginning the program or since the most recent Advisory Committee meeting
 - e. Outline of future plans
 - f. Reflection on timeline within the program
 - g. Appendices including as applicable: proposal drafts; ethics protocols; paper drafts; data analysis; etc as necessary for discussion at the committee meeting (note: 20-page limit)
4. The student should bring to the meeting:
 - a. A copy of the Advisory Committee Assessment form from the most recent Advisory Committee meeting (if applicable)
 - b. An updated copy of their CV
 - c. A new copy of the Advisory Committee Assessment form with the first page of the form completed by the student prior to the meeting.
5. The meeting will normally begin with a 20-minute presentation from the student highlighting work completed since beginning the program or since the most recent Advisory Committee meeting.
6. The majority of the meeting normally consists of questions to the student from the Advisory Committee members and general discussion about the work completed and recommendations for future progress.
7. The student will normally be asked to leave the room for the final 15 minutes of the meeting during which the Advisory Committee members will discuss and complete the Advisory Committee Assessment form.
8. Following the meeting, the supervisor will discuss the completed Advisory Committee Assessment form with the student and the student will be given an opportunity to respond to comments on the form.
9. The original completed Advisory Committee Assessment form must be submitted to the Graduate Administrative Coordinator (pharm.sci@utoronto.ca) as proof that the Advisory Committee meeting occurred and will remain part of the student's permanent record. Students should keep a copy of the completed form for themselves and to provide a copy to their supervisor(s) and as part of future committee meetings.