**Thesis Advisory Committee (TAC) Report**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Supervisor(s): |  |
| Student Number: |  | Committee Meeting Number: |  |
| Date of Committee Meeting: |  | Date of Previous Meeting: |  |

Was the previous TAC meeting held in the past 12 months? **YES/NO**

If it has been over 12 months since the previous TAC 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**

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. **Progress since the previous TAC meeting should be clearly detailed in the report.**

|  |  |
| --- | --- |
| Thesis Title: |  |

Coursework and Grades:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course: |  | Grade: |  | Course: |  | Grade: |  |
| Course: |  | Grade: |  | Course: |  | Grade: |  |
| Course: |  | Grade: |  | Course: |  | Grade: |  |

List of Awards and Research Accomplishments (e.g., published articles, conference abstracts and presentations):

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 (Highlight or underline one per category):

|  |  |  |  |
| --- | --- | --- | --- |
| Knowledge:  | Exceeds Expectations | Meets Expectations | Unsatisfactory  |
| Laboratory Skills: | Exceeds Expectations  | Meets Expectations | Unsatisfactory |
| Motivation/Industriousness: | Exceeds Expectations | Meets Expectations | Unsatisfactory |

**Overall Performance** (Highlight or underline One):Satisfactory / Unsatisfactory

*An ‘Unsatisfactory’ performance rating will necessitate another meeting within the next 4 months and indicates 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? Highlight One: YES / NO / N/A

If NO, describe:

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

*Transfer exams must take place between 16 - 23 months after the start of the MSc program (i.e., January - August in the second year).*

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name |  | Department |  | Initials If Present |
| Committee Chair: |  |  |  |  |  |
| Supervisor: |  |  |  |  |  |
| Co-Supervisor: |  |  |  |  |  |
| Member 1: |  |  |  |  |  |
| Member 2: |  |  |  |  |  |
| Member 3: |  |  |  |  |  |

Student’s Signature: Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 the online form](https://lmp.forms-db.com/view.php?id=48432). The student may indicate whether the comments should be distributed to the committee or to the Graduate Coordinators only.

**The student must submit an electronic copy of the TAC report to the Graduate Office (****lmp.grad@utoronto.ca****), copy your TAC committee on the email, and keep a copy for future meetings.**