

MONITORING THE PROGRESS OF DOCTORAL STUDENTS

The graduate coordinator advises the student in the first two years of the four-year Ph.D. program (the years of residence), during which time the student undertakes course work (normally three full-course equivalents) and fulfills the two Generals Papers requirements. At the beginning of each year, at the time of registration, the student and the coordinator review the student's progress through the program. It is ascertained whether the student has completed all requirements to date. The student is informed of any outstanding requirements.

Upon completion of the Generals papers (see "Ph.D. Generals Papers"), the student decides on a thesis area, and chooses an advisor. The student and the advisor together decide on two other committee members. The student then prepares his or her thesis proposal (with oral and written components) as set out in the departmental policy paper "Thesis Proposals", with the guidance of the committee.

The committee of three faculty members meets with the student within a month of the thesis proposal, as laid out in "Thesis Proposals".

Thereafter, the committee meets with the student at least once every twelve months, until the completion of the thesis, as long as the student is enrolled in the program. At these meetings, the student makes a brief presentation of his or her thesis work and the committee discusses the student's progress in the program and provides advice on future work. The meetings are normally chaired by the advisor, but any committee member may act as chair.

After each committee meeting, the committee completes the Ph.D. Advisory Committee Assessment form in the absence of the student. A copy is provided to the student, and to the Graduate Coordinator. The advisor discusses the report with the student. The student is invited to respond in writing to the report.

More frequent meetings may be required as determined by the committee. These meetings are not intended to replace the regular meetings between the student and the advisor.

It should be noted that the dates mentioned in the policy papers have been devised with the optimal progress of the student in mind. Funding is provided for no more than four years of the Ph.D. program, hence it is important for students to finish all requirements within their four-year period. If the deadlines are not met, the student will meet with the graduate coordinator and the advisor to discuss the reasons for delay. In some cases of continued failure to meet deadlines, the student's continuation in the program might be at risk.