

Special Arrangements Programme

Procedures for Annual Progress Review

All students studying under the Special Arrangements programme must receive a detailed progress review at least once a year. The Special Arrangements Steering Committee is now requiring (effective May 1, 2009) that a supervisory committee meeting be held at least two times per year and that reports be filed with the Dean of Graduate Studies after each committee meeting.

Progress reports should be submitted to the Dean of Graduate Studies by 1st May each year. The Dean acts as the chair of the graduate programme committee for the Special Arrangements programme.

It is the **responsibility of the student** to do the following:

1. complete Section A of the progress evaluation form
2. send copies of Section A to all members of the supervisory committee prior to a meeting
3. organize a meeting of the supervisory committee to discuss progress over the last year and to discuss plans for the next year.

It is the **responsibility of the senior supervisor** to do the following:

1. encourage all members of the supervisory committee to attend the meeting
2. chair and keep minutes of the meeting
3. circulate minutes to the student and committee members, and to send a copy to the student's file in the Dean of Graduate Studies office
4. complete section C of the progress evaluation form

At the meeting of the supervisory committee, the student shall provide an account of activities in the year preceding the meeting. The student and committee will develop a plan of action for the following year.

Following the meeting, each committee member will complete the relevant portion of Section B of the progress evaluation form. The senior supervisor will complete Section C, and return sections A, B and C to the Dean of Graduate Studies. Copies of the completed form will be sent to the student, each member of the supervisory committee and the student's supervisor's home department. The originals will be retained by the Dean of Graduate Studies office.

March 12, 2009