

The purpose of this form is to document a student's progress in their doctoral program and to record meetings with their assigned faculty advisor, or supervisor, or their thesis supervisory committee.

At OISE, all students are assigned a faculty advisor upon admission. The faculty advisor helps the student with planning course selection and academic issues associated with the program. The thesis supervisor is typically selected by the end of the second year and guides the student through the process of writing a thesis. The thesis supervisor may or may not be the same person as the faculty advisor.

In LHAE, doctoral students must have **at least one** documented meeting with their faculty advisor, thesis supervisor, or thesis supervisory committee each year. LHAE recommends that the meetings occur in March or April and requires that completed forms be submitted by the end of May.

Section A: Student Information (to be completed by the student)

Student Name:	U of T Email:	
Student Number:	Start Date:	Current Year of Study:
Name of: <input type="checkbox"/> Faculty Advisor <input type="checkbox"/> Thesis Supervisor	Are you currently registered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Degree: <input type="checkbox"/> EdD <input type="checkbox"/> PhD <input type="checkbox"/> PhD Flex	Program: <input type="checkbox"/> Adult Education & Community Development <input type="checkbox"/> Educational Leadership & Policy <input type="checkbox"/> Higher Education	

Have you taken an official [leave of absence](#)? Yes No If yes, when? _____
Are you planning to request an official leave of absence? Yes No If yes, when? _____

Section B: Coursework (to be completed by the student)

List the courses you have taken. If you are currently enrolled in a course, write "IPR" instead of the grade.

Course Number and Title	Grade

Section C: Candidacy Requirements (to be completed by the student)

Doctoral students achieve “candidacy” when their coursework, comprehensive requirements, and thesis proposal are completed and approved. For full-time PhD students, candidacy must be achieved by the end of year 3; for flex-time PhD students, candidacy must be achieved by the end of year 4.

Requirement	If completed, provide date	If not completed, provide expected date
Coursework completed		
Comprehensive passed		
Thesis Supervisor officially approved (paperwork submitted)		
Thesis Supervisory Committee officially formed (in consultation with Thesis Supervisor)		
Thesis Proposal approved (by Supervisory Committee)		
Candidacy achieved*		

*If you have achieved candidacy, it will appear in your academic history on ACORN/ROSI

Section D: Thesis (to be completed by the student)

If you have achieved candidacy and are working on your thesis research, please fill in the table below.

Stage	If completed, provide date	If not completed, provide expected date
Study Protocol approved by Research Ethics Board (if relevant for your study)		
Data Collection completed		
Data Analysis completed		
Chapters of thesis submitted to Supervisor		
Complete draft of thesis submitted to Supervisor		
Final Oral Examination scheduled		

Thesis Title:

Section E: Record of the Meeting (to be completed by faculty advisor, thesis supervisor, or thesis supervisory committee during the meeting)

Date of meeting:		
Describe the student's progress in their program during the past academic year:		
List any academic and/or professional development achievements accomplished by the student during the past year (conference presentations or attendance, publications, training, etc.):		
Describe the student's next steps:		
Faculty Advisor/ Thesis Supervisor:	Department:	Signature:
Committee Member:	Department:	Signature:
Committee Member:	Department:	Signature:

If a committee member is unable to attend the meeting in person, they may send an email message, to be printed and attached to this form, indicating that they have read and agree with the information on this form.

Section F: Student Acknowledgement

- I have kept a copy of this completed form for my own records (*recommended*)
- I have attached further details and/or a response (*optional*)

Student Signature:	Date:
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Section G: Departmental Review and Processing

Reviewed by:	Signature:	Date:
Entered on ROSI by:	Signature:	Date: