

PROGRAM ADVISORY COMMITTEE (PAC) REPORT

A Program Advisory Committee Report, or its equivalent ([CIP ITER](#)), is to be completed every 6 months & submitted to the IMS Office within 2 weeks of the meeting for review. Failure to do so may result in failure to qualify for internal awards, failure to achieve [degree candidacy](#) and suspension from the degree program. For more details on PAC reports, see [the PAC information page](#).

Student Last Name, First Name:	Date of Meeting: (DD/MM/YY):
Student Number:	Supervisor's Name:
Degree Program: <input type="checkbox"/> MSc <input type="checkbox"/> PhD	Start Date of Program (MM/YY):
This is my (1st, 2nd, FINAL etc) meeting :	Date of Last Meeting (MM/YY):

COMPLETE THIS SECTION IF THIS IS THE 2ND PAC MEETING :

For MSc students – MSc to PhD Transfer Option

Has the committee discussed whether the student should transfer to the PhD program? Yes No
 Does the committee recommend that the student transfer to the PhD program? Yes No

The student and supervisor have read the [MSc/PhD and/or Qualifying/Transfer Examination guidelines](#) (whichever is applicable) and agree to abide by the policies, procedures and timelines outlined therein.

Yes No Student Signature : _____

Yes No Supervisor Signature : _____

For MSc students who are applying to Medical School and/or other professional programs and/or returning to Clinical Residency Training.

Have the student, supervisor and committee discussed timelines to completion? Yes No

Please note that medical schools require students to complete all requirements including final defense by end of June. All defense related documents must be submitted to IMS at least 6 weeks in advance of final defense (see thesis and defense guidelines).

Yes No Student Signature : _____

Yes No Supervisor Signature : _____

THESIS PROJECT

Thesis title:

Has the thesis project been defined? Expectation: A thesis project should be formulated within 6 months of initial enrollment.

Yes No

Comments:

Can the project be completed within recommended timelines (2 years MSc, 4-5 years PhD and a direct-entry PhD 5-6 years) including thesis writing and defense? (See timeline).

Yes No

Comments:

The expected completion date of the project (including thesis preparation) is _____ (Date: MM/YY).

EVALUATION PROGRESS

Important Notes:

1. **Marking scheme.** Committee members are urged to use this full scale & to mark students in relation to other students at the same level. A student with an average performance compared to other students should receive marks in the “Good” range. A student obtaining a mark of less than 70% as their overall grade will be required to have another committee meeting within 3 months. If insufficient improvements are indicated in the follow-up committee meeting, the student may be asked to withdraw from the program.

2. **Procedure at the end of the committee meeting.** Students are asked to leave the room prior to and at the end of the committee meeting. The student’s performance should then be discussed and the report completed by the Chair. Upon completion, the Chair invites the student to rejoin the meeting and the committee’s opinion is explained. The supervisor then leaves the room and the committee discusses any issues the student may have i.e. project too demanding, timelines, patient recruitment etc.)

Excellent (100-90)

Very good (89-80)

Satisfactory (79-70)

Needs Improvement* (69-60)

Unacceptable* (<60)

Can't assess- n/a

General Knowledge – knowledge and understanding of general principles and fundamentals of the area of research

Specific Knowledge – knowledge and understanding of the specialized topics in the specific area of research

Technical Skills – overall competence in techniques required for the research project (i.e. experimental design, data analysis, laboratory skills)

Analytical skills – overall competence in analyzing and interpreting the results of an experiment

Ethical knowledge – knowledge of the ethical issues relevant to the area of research (i.e. human subjects, animal models, etc.)

Ethical attitudes – commitment to the importance of absolute objectivity and honesty in the conduct and reporting of research.

Team Member – effectiveness as part of an interdisciplinary team

Recent Progress – progress since last PAC meeting

Frequency of research meetings with supervisor - discussion with student without supervisor in the room

LANGUAGE AND PRESENTATION SKILLS

Expectation: The student can adequately present and defend the thesis work in a formal setting.

Presentation of research in a formal setting, and ability to defend and discuss the presentation in an articulate and polished manner

Writing of report suitable for publication in a peer reviewed journal

If the student’s written communication skills require remedial attention, indicate the type required:

- MINOR – i.e. individual consultation with SGS English Language & Writing Support (ELWS) Office
- MODERATE – i.e. workshops and/or non-credit courses at SGS ELWS Office
- INTENSIVE – i.e. completion of an undergraduate English language course

Reassessment of communication skills required by _____ (date MM/YY)

***Please provide detailed comments on any of the areas above that were identified as Needs Improvement and /or Unacceptable:**

What are the specific goals for the student within the next 6 months?

COURSE REQUIREMENTS

Please list courses completed to date.

Please note: It is required that IMS PhD students complete all course work requirements in the first 3 years of their program. Review [PhD Candidacy](#) requirements for more information.

Course number:	Course Name:	Grade Received:

Are additional courses necessary or recommended?

Yes No If yes, please itemize below:

PUBLICATIONS AND PRESENTATIONS: Please append an updated CV and/or list of publications and presentations to this form

FOR THE FINAL PAC MEETING (PRIOR TO MSC/ PHD DEFENSE) or PRE-EXAM PAC MEETING (PRIOR TO TRANSFER/ QUALIFYING EXAM) *SEE NOTE RE: FINAL PAC REPORT SUBMISSION*

*****This meeting must not be held more than 8 weeks before submission of the examination package*****

- The committee has reviewed the thesis/research proposal.** The student’s final thesis/proposal draft has been read and proofed by all committee members. It is acceptable, in terms of content, quality of writing, and presentation. **The thesis/research proposal is ready for presentation at a formal oral examination.**
- The committee has tested the student’s presentation and oral defense of work.** The student’s presentation of the thesis/proposal was well organized, comprehensive and focused. The student’s ability to field questions related to the background, significance of research, general knowledge and specific issues related to the project has been appropriately tested.
- The committee has tested the student’s general and specific knowledge related to research.** The student has completed appropriate graduate courses for degree completion and minimum degree requirements met.

Is the student ready to proceed with the defense/examination? Yes No

PHD DEPARTMENTAL ORAL WAIVER (FOR PHD CANDIDATES ONLY)

Choose one option

- The committee and student apply for a waiver of the PhD Departmental Oral Examination. If granted, the student will be required to complete the Final Oral Examination only
- The committee does **NOT** request a waiver. The student will complete a [PhD Departmental Oral Examination](#) and a Final Oral Examination.

Signatures on this form are required. It indicates all members’ agreement to the statements therein. Only faculty with School of Graduate Studies graduate faculty appointments are eligible to be listed as members of the PAC. Please see [this page for more information](#).

A faculty member (serving as a PAC member), other than the supervisor/co-supervisor, will act as the designated “Chair” of the committee.

Name of PAC member & Signature	Graduate Unit	Graduate/SGS Appointment (Full or Associate)	Area of Expertise
Chair of Committee			

Chair Signature			
Supervisor (s)	IMS		

Supervisor Signature			
Co –Supervisor (If any)	IMS		

Co-Supervisor Signature			
Member			

Member Signature			
Member			

Member Signature			

Signature of Student: _____

Signature of the student indicates that the student has read this report. If the student feels that this report doesn't accurately reflect their situation, they may submit a written rebuttal that will be distributed to all committee members. Students retain a copy of all completed PAC forms for their records.

Students are required to submit the PAC forms and related minutes (as a PDF) to their respective Graduate Program Assistant and to every member of your thesis committee within 2 weeks of each meeting. The subject line of the email: Next Committee Meeting: October 1, 2019 @2 p.m. (or whatever date you agreed upon).

For Master's and Transfer students, please send the PAC forms to the Graduate Program Assistant, MSc (msc.medscience@utoronto.ca).

For PhD students, please send the PAC forms to the Graduate Program Assistant, PhD (phd.medscience@utoronto.ca).

***Please note: The final PAC report prior to final oral defense should be included in your exam package and submitted to your respective Graduate Program Assistant.**