

Department of Plant Science

Guidelines for Ph.D. Student Advisory Committee Meetings

Student progress will be reviewed at least once per year by the student's advisor, co-advisor (if applicable) and all advisory committee members. Student progress will be reported at least annually (but no more than once per term) to the Faculty of Graduate Studies on the "Progress Report" form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). This form must be completed and returned to The Faculty of Graduate Studies no later than June 1.

The following are guidelines to assist in the preparation for and the process of committee meetings. The process includes an opportunity to help students prepare for their candidacy examination:

- Student should prepare a summary of progress made since the last committee meeting (or since the start of the Ph.D. program in the case of new students). This summary should begin with the objectives of the research project, and include key materials and methods, key results, and courses completed and remaining. It should not exceed 20 pages in length.
- The summary should be distributed to the advisory committee **14 days in advance** of the meeting.
- The student will make a presentation to the advisory committee, focussing on the highlights of their progress. It should be 20-30 minutes in length. All committee members are encouraged to ask questions throughout the meeting.
- In preparation for the candidacy examination, each member must ask approximately 10 minutes of candidacy examination style questions. Note that questioning is not to evaluate progress but to help with candidacy examination preparation.
- Each committee member should provide the student with candidacy examination-style written questions for the student to take home.
- The student and committee members should familiarize themselves with, and review candidacy examination guidelines (http://umanitoba.ca/faculties/afs/dept/plant_science/media/pdfs/Candidacy_Exam_Guidelines_March_2016.pdf) at the first committee meeting.