

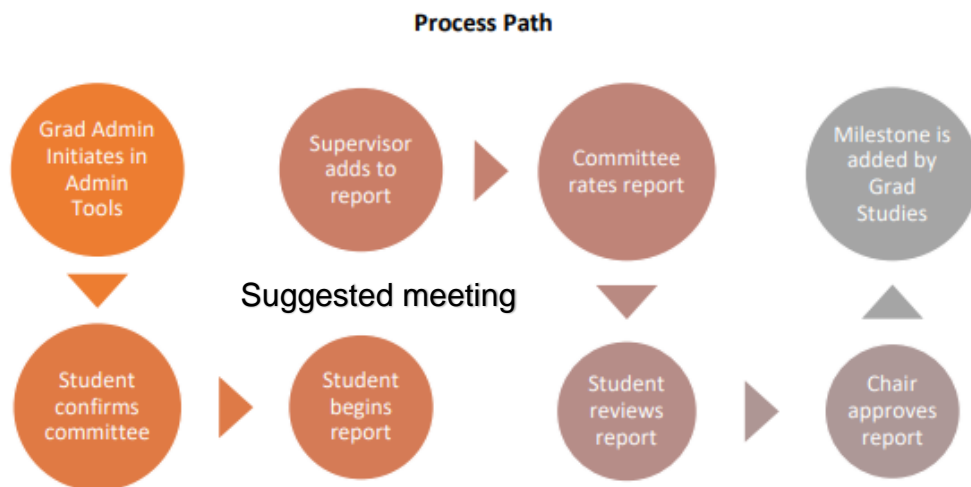
## Supervisory Committee Meeting Online Reporting System

The following is a quick summary of the online reporting system. After the Grad Admin initiates the report, all components of the report are communicated between the student and the committee via email with a link to the report.

- Student coordinate a mutual meeting date with committee
- Grad Admin books a room and initiates online report
- Student reviews committee and completes report – meeting date must be established
- Primary Supervisor reviews student report, completes their portion, confirms and sends report to committee members
- Committee rates the report
- Student reviews final report
- Department Chair/Associate Grad Chair reviews and approves report for final submission
- Grad Studies adds milestone in Mosaic

\* There is a maximum character count for reports, however, additional documents can also be uploaded and viewed.

### Getting Started



## Grad Admin Initiates in Admin Tools

Graduate Administrators initiate the process in Admin Tools. An email is sent to the student with a link inviting them to begin their report.

Dear <StudentName>,

All PhD students must meet at least once a year with their supervisor and committee. Our records indicate that you should have a meeting this year.

Please work with your supervisor, and/or graduate office to arrange a meeting date and time. Once a date has been fixed, please click on the link below to initiate the report to be submitted by you to your committee and supervisor, prior to the meeting.

<https://pgssv.mcmaster.ca/SpvRpt/Default.aspx?<RspCode>>

Student Records  
School of Graduate Studies

The link will bring the student to the following screen.

**Supervisory Committee Report**

Please make sure all the information listed below is correct. If you find anything incorrect, please contact your department graduate secretary PRIOR to the submission of your supervisory committee report.

Family Name	First Name	Title	Email
Markle-reid	Maureen Frances	Supervisor	mreid@mcmaster.ca
Akhtar-danesh	Noori	Member	daneshn@mcmaster.ca
Mckey	Colleen	Member	mckey@mcmaster.ca

If the committee is correct, select Continue.

If the committee is incorrect, close the page and contact the Grad Admin.

## Student Begins Report

Once the student confirms their committee, they'll be shown a screen where they will begin to enter some information about their new meeting.

They'll also be asked to report of their progress since their last report (or since they started their research if this is the first report).

The student will click Submit, and the primary supervisor will receive an email.

**Supervisory Committee Report**

Select a Date to view report or New Meeting to start a new report

Please enter the meeting date:  (YYYY-MM-DD)

The date you began this degree studies at McMaster  (YYYY-MM-DD)

Please indicate if you are a scholarship holder  Other

With some qualifications, the Calendar (Section 2.7.2) states that supervisors should respond to a draft of the PhD thesis within two months. Providing comments on individual chapters will take place proportionately less time.

Have you submitted draft research this year?  Yes  No

Details of progress made since the last report

## Supervisor Adds to Report

After the student clicks Submit, the primary supervisor will receive an email inviting them to see what their student submitted.

The supervisor will complete their portion of the report and select the members who will be signing off on the report. An email with a link will be sent to each selected member of the committee.

**Supervisory Committee Report**

Meeting Date:

The School of Graduate Studies Calendar states that the Comprehensive Examination for full-time students will normally have taken place between 12 and 20 months from commencement for studies with an upper limit of 24 months.

Is Comprehensive Examination complete?  Yes  No

Please justify an expected date of completion that exceeds 20 months in the program in the comments section.

The Comprehensive Examination is expected to be completed by:  YYYY-MM-DD

Progress made in accomplishing goals set out in last report (or toward meeting degree requirements since student began program, if this is the first report)

Special goals for the next interval of  months

Anticipated date for the completion of degree requirements:  YYYY-MM-DD

Comments:

Please specify members who will rate student report by checking the checkbox beside each member below.

All Members	Row #	Title	Family Name	Given Name	Email
<input checked="" type="checkbox"/>	1	Supervisor	Mario-reid	Margaret Frances	mreid@mcmaster.ca
<input checked="" type="checkbox"/>	2	Member	Ahlan-danesh	Noor	daneshn@mcmaster.ca
<input checked="" type="checkbox"/>	3	Member	Mckey	Colleen	mckeyt@mcmaster.ca

## Committee Rates the Report

When the supervisor clicks the Submit button, each selected committee members will receive an email with a link inviting them to review the report.

The committee member can view the student's report and must click the tick box acknowledging they've read it.

The committee member will also rate the report from the drop down. The default is Excellent.

The system now sends the report back to the student to view.

### Supervisory Committee Report

Meeting Date:  Member Name:  [View Student Report](#)

By checking this box the committee member acknowledges having read the student's report

Rating:

Comments:

The information below is for your review only:

**Supervisor Report**

The Comprehensive Examination requirement was completed on  YYYY-MM-DD Grade:

Please justify an expected date of completion that exceeds 20 months in the program in the comments section

The Comprehensive Examination is expected to be completed by  YYYY-MM-DD

Progress made in accomplishing goals set out in last report (or toward meeting degree requirements since student began program, if this is the first report):

Special goals for the next interval of  months

## Student Reviews the Report

The student receives a final email to view their supervisor's report, committee rating and if they are satisfied with the supervision.

When they select Submit, the report will be sent to the Department Chair/Associate Grad Chair for approval.

**Supervisory Committee Report**

Meeting Date:

By checking this box you acknowledge having read the completed report.

Is the supervision satisfactory?  Yes  No

Comments

The information below is for your review only

**Supervisor Report**

The Comprehensive Examination requirement was completed on  YYYY-MM-DD Grade

Please justify an expected date of completion that exceeds 20 months in the program in the comments section

The Comprehensive Examination is expected to be completed by  YYYY-MM-DD

Progress made in accomplishing goals set out in last report (or toward meeting degree requirements since student began program, if this is the first report)

## Department Chair Approval

An email is sent to the Department Chair/Associate Chair. They can see the report and choose to approve it.

The default is Yes.

Clicking Submit will complete the report.

**Supervisory Committee Report**

Meeting Date:

By checking this box you acknowledge having read the complete report.

Do you approve this complete report?  Yes  No

Comments

Below information is for your review only

**Supervisor Report**

The Comprehensive Examination requirement was completed on  YYYY-MM-DD Grade:

Please justify an expected date of completion that exceeds 20 months in the program in the comments section

The Comprehensive Examination is expected to be completed by  YYYY-MM-DD

Progress made in accomplishing goals set out in last report (or toward meeting degree requirements since student began program, if this is the first report)

## Grading Guide for Supervisors

[E] Excellent	The student has exceeded expectations in terms of academic and/or research progress. This rating may reflect exceptional initiatives taken by the student to address unexpected challenges in their course of study.
[G] Good	The student is meeting and achieving all expectations in terms of academic and/or research progress. There are no areas of concern with respect to meeting goals and milestones for research and academic progress. This rating is to be used for students who show promise for completing the degree in a timely manner.
[S] Satisfactory	The student is meeting and achieving most expectations in terms of academic and/or research progress. There is some concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has some concerns with the student's skills growth and subject area expertise. This rating is to be used when the committee identifies areas for improvement and where some expectations at this stage of degree development are not being met. Details about concerns should be provided in the comments.
[M] Marginal	The student is meeting and achieving some expectations in terms of academic and/or research progress. There is significant concern around the pace and/or the meeting of goals and milestones for research and academic progress. The committee has significant concerns with the student's skill growth and subject area expertise. This rating is to be used when the committee identifies several areas for improvement and where significant expectations at this stage of degree development are not being met. Areas for improvement should be provided in the comments.
[U] Unsatisfactory	There is an unreasonably low rate of academic and/or research progress. The committee has serious concerns about the pace and/or the meeting of goals and milestones for research and academic progress, and whether these goals can be achieved in a reasonable period of time. Areas of serious concern should be provided in the comments. In cases where this category is used, the program should determine whether the student should be required to withdraw or be allowed to continue in the program until their next committee meeting.

*Students who receive a marginal or unsatisfactory grading by any of the committee will be reviewed by the Associate Dean and receive a letter from the School of Graduate Studies, which will address the concerns arising.*