McMaster University

School of Graduate Studies
Masters Supervisory Committee Meeting Report
Updated August 2026

First Name: **Last Name:**

Program: **Student ID Number:**

Date student began Masters studies at McMaster MM-YY:

Date of last meeting YYYY-MM-DD:

Date of this Supervisory Committee Meeting YYYY-MM-DD:

Research Ethics Approvals		
Does research involve human participants, their records or tissues?	YES ◯	NO ◯
If yes, has approval been obtained from the research ethics board?	YES ◯	NO ◯
Does research involve animals or their tissues?	YES ◯	NO ◯
If yes, has approval been obtained from the research ethics board?	YES ◯	NO ◯

Field Trips		
Does research involve international travel, which poses an identifiable additional risk under the university's risk management policy?	YES ◯	NO ◯
If yes, has student completed risk management forms and obtained approval?	YES ◯	NO ◯
If a 'Request to be Full Time Off Campus' form is needed are there plans for submitting it?	YES ◯	NO ◯

Please note: the relevant forms and instructions can be accessed here:
Main Risk Management Document

The Supplementary Risk Management guideline

Request to be Full Time Off Campus Form

Clarifications regarding timing of the meeting & report

1) Students who are completing a 24-month program are expected to have a supervisory report completed within the first 12 months of their program.
2) The deadline for a Masters supervisory report for a student who has been on leave is extended by the duration of the leave beyond the nominal deadline.
3) Part-time students, like full-time students, are required to have a supervisory report within 12-14 months of starting.
4) Students following an 'accelerated' Master's degree timeline are expected to submit a supervisory report within 6-8 months of starting the program.

First Name: **Last Name:** **Student ID:**

To be completed by the Student and submitted to their Supervisor

Details of progress made since the last report, or toward meeting degree requirements since beginning the program if this is the first report (i.e., courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, conference presentations, publications). Please detail all completed and outstanding progress made on goals since previous meeting or since start of program if this is your first meeting:

Getting the Supervisory Relationship off to a Good Start:

If this is your first meeting, did you complete the resource for **Getting the Supervisory Relationship off to a Good Start**? **Yes:** ◯ **No:** ◯

Please attach a copy of the completed resource to the submission

Student Signature: _____ **Date:**

Supervisor Name or Supervisory Committee Members: Initial below to affirm that you have read the student's report

Supervisor: Committee Member: Committee Member: Committee Member:

Supervisor's Report **(this section must not be filled out by the Student and must not be left blank.)**

Part A: Progress

Progress made in accomplishing goals set out in last report, or toward meeting degree requirements since beginning the program if this is the first report (i.e., courses completed, examination preparation/writing/ oral defense, thesis proposal, research, chapters written/revised, conference presentations, publications). Please respond to Student rationale toward completion of goals:

Supervisor's Report: This section is a required component of the report. It is to be filled out by the Supervisor (and Supervisory Committee where one exists), not by the Student. It includes the committee's assessment and recommendations for continued progress. In addition to providing the student with a copy of this written report, the Supervisor and Committee should discuss the assessment and recommendations with the Student during the meeting.

Part B: Goals

Specific goals for the next interval of __ months (attach an additional page if necessary):

Anticipated date for the completion of degree requirements Date:

Part C: Areas for improvement and additional direction

First Name: **Last Name:** **Student ID:**

Supervisory Committee's Assessment

Evaluation of overall progress at this stage in the degree development during the interval since beginning Masters studies (if this is the first Committee meeting) or since the last Masters Supervisory Committee meeting. The Supervisory Committee Assessment must deliver a single grade to be entered by the Supervisor in consultation with the Committee. Committee Members may provide additional comments on the rating as needed.

RATING

[EE] Exceeds Expectations

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. A follow-up meeting can be no longer than 12 months, but an additional meeting may be advisable if there are significant changes to goals.

[ME] Meets Expectations

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. A follow-up meeting can be no longer than 12 months, but an additional meeting may be advisable if there are significant changes to goals.

[RF] Requires Follow-up

This rating is to be used when the committee identifies that the Student is meeting and achieving some academic and/or research goals but there is concern around the pace and/or the meeting of goals and milestones for research, academic progress, student's skill growth, and subject area expertise. Areas for improvement must be provided in Part C with a graded meeting to occur within 5 months. If the Student does not receive ME or EE at the subsequent meeting, they will be **Required to Withdraw**.

[DNM] Does Not Meet Expectations

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 Part C. In cases where this category is used, the program must determine whether the Student should be **Required to Withdraw** or be allowed to continue in the program until a subsequent graded meeting, within 3 months. The Student must receive an 'ME' rating at this meeting or they will be withdrawn. A 'DNM' rating on the Supervisory Committee Report follows the F Grade Process as outlined in Section 2.6.11.

Masters Supervisory Committee Rating for this Meeting **No Rating**

	Print Name	Signature	Committee Member Comments
Supervisor			
2nd Member			
3rd Member			
4th Member			

This completed report has been seen by me.

Student's Signature: **Date:**

Department Chair's Signature: **Date:**

The Student may append additional comments. A student who thinks that they are receiving unsatisfactory supervision is urged to follow the recommended grievance procedure for the Department or Program and/or to contact the Department Grad Advisor, Department/Program Chair, or the Associate Dean of Grad Studies.