

**Faculty of Pharmacy and Pharmaceutical Sciences**

**Supervisory Committee Report**

The Faculty of Graduate Studies and Research recommends having a formal, regular committee meeting with the graduate student at least once per year (Graduate Program Manual Section [8.1.5](https://uofa.ualberta.ca/graduate-studies/about/graduate-program-manual/section-8-supervision-oral-examintations-and-program-completion/8-1-supervision-and-supervisory-committees#8.1.5%20Supervisory%20Committees)). The goals of this meeting are to review the graduate student’s progress, to provide feedback, and to make plans for the upcoming year. This supervisory committee report form provides a mechanism to document this meeting. Upon completion, the supervisor will send the form to the Graduate Studies Coordinator.

**IDENTIFICATION**

|  |  |  |
| --- | --- | --- |
| **Role** | **Print Name** | **Signature** |
| Graduate Student |  |  |
| Supervisor |  |  |
| Committee Member |  |  |
| Committee Member |  |  |
| Committee Member |  |  |

Meeting Date:

Date of Last Meeting:

**COMPLETE THE FOLLOWING:**

1. Graduate Student’s Annual Report

* Reviewed and Attached
* Not Reviewed or Attached (specify why):

1. Progress in course work:

* Satisfactory
* Conditional
* Unsatisfactory

1. Progress in research work:

* Satisfactory
* Conditional
* Unsatisfactory

If the student’s progress in course work or research work is considered conditional or unsatisfactory, please provide details for this assessment. (**Note: two consecutive “Unsatisfactory” performances may be grounds for requiring the student to withdraw from the program.**)

Briefly describe objectives for the student’s degree program in the following year.