

School of Pharmacy
Graduate Thesis Advisory Committee Appointment Form

Revision (check this box if this is a revision of a previously appointed committee)

STUDENT NAME: _____

DATE: _____

UW ID: _____

LEVEL: MSc PhD

PROGRAM START: _____

CURRENT TERM NO.: _____

THESIS TOPIC/TITLE: _____

COMMITTEE MEMBERS in addition to the supervisor(s):

<https://uwaterloo.ca/pharmacy/graduate-studies/master-science-and-doctor-philosophy-pharmacy/thesis-advisory-committees>

Name

Title, Department (and email if not @uwaterloo.ca)

Name

Title, Department (and email if not @uwaterloo.ca)

Name

Title, Department (and email if not @uwaterloo.ca)

Name

Title, Department (and email if not @uwaterloo.ca)

Adjunct appointment approval received (check this box to confirm adjunct appointment approved for any committee member external to UW)

SUPERVISOR(S):

Printed

Signed

Date

Printed

Signed

Date

APPROVED BY:

Date

Graduate Officer (or delegate)
School of Pharmacy, University of Waterloo

Date

Associate Dean of Science Graduate Studies
Faculty of Science, University of Waterloo

NOTES TO SUPERVISOR(S)

The Graduate Studies Office *Guide for Graduate Research and Supervision at University of Waterloo* stipulates that it is the responsibility of the Supervisor(s) to ensure that the student has:

- a. An Advisory Committee
- b. A program of study consistent with Faculty requirements that have been approved by the Advisory Committee; and
- c. A research plan.

Information about thesis advisory committees for students in the MSc and PhD in Pharmacy programs can be found in the online student handbook: <https://uwaterloo.ca/pharmacy/graduate-studies/master-science-and-doctor-philosophy-pharmacy/thesis-advisory-committees>. Supervisors should review the information, including the regulations pertaining to composition of thesis advisory committees as set forth by the University, prior to submitting the appointment form.

In accordance with the regulations, the Pharmacy Graduate Studies and Research Committee has set the following guidelines:

1. Within the first term of a student's registration:

- a. An MSc Advisory Committee should be appointed and reported on the *Thesis Advisory Committee Appointment Form*
- b. Appointments are subject to the minimum requirements for the MSc and PhD degree, respectively, as noted in the academic calendar.
- c. A PhD Advisory Committee should be similarly appointed, within one month of a PhD student's registration.
- d. The Advisor(s) should convene a meeting of the Advisory Committee in term 1 with the student to discuss their research plan and progress. The results of this first meeting are to be reported on the *Thesis Advisory Committee First Meeting Report*.

2. Formal meetings between the student and Advisory Committee

- a. should take place at least once per year
- b. students should prepare/present a progress report to the Supervisor and Advisory Committee.
- c. The Advisory Committee is to assess the student's position by indicating "excellent", "satisfactory" or "unsatisfactory" on the *Thesis Advisory Committee Report*.
- d. the PhD Comprehensive Examination is a milestone requirement and is held in addition to the annual thesis advisory committee meetings.

3. In the case of unsatisfactory progress:

- a. If there are any questions, concerns, difficulties, or corrective measures which are required by the student, these must be recorded under the 'comments' section of the *Thesis Advisory Committee Report*. The Committee must then provide an 'action plan' outlining what the student is expected to do by a specified date.
- b. Two consecutive unsatisfactory progress reports may result in requiring the student to withdraw from the program. Where the Supervisor feels that the student will have serious difficulties finishing the program, the Supervisor, in consultation with the Advisory Committee, will inform in writing both the student, and the Graduate Officer, of the nature of the problem(s), suggested remedies, and may recommend withdrawal from the program.
- c. If the Committee decides that the student should withdraw, it must be stated on the form that the Advisory Committee "recommends to the Associate Dean of Science, Graduate Studies that the student be required to withdraw."

4. Approval of Forms and Reports

All forms and reports require the approval of the Graduate Officer and, in the case of unsatisfactory progress, of the Associate Dean of Science for Graduate Studies.