

Ph.D. Supervisory Committee Guidelines

Department of Chemical Engineering

The Department of Chemical Engineering monitors the progress of Ph.D. students to assist the student by providing guidance. Regular meetings with the Ph.D. supervisory committee are a condition of continued registration in the Ph.D. program and are required to obtain a pass in the thesis course, CHEE999.

1.0 THE COMMITTEE

The Ph.D. supervisory committee will typically consist of the research supervisor and two other professors, one from within the Chemical Engineering Department (who also acts as Chair of the committee on an ongoing basis) and one from another department within Queen's University. If sufficient expertise is not available within Queen's, an alternate may be chosen from a local source such as the Royal Military College of Canada.

2.0 THESIS COURSE

Regular meetings with the Ph.D. supervisory committee are a condition of continued registration in the Ph.D. program and are required to obtain a pass in the thesis course, CHEE999.

3.0 FIRST MEETING

The first meeting of the Ph.D. supervisory committee will occur when the comprehensive examination takes place, which is usually at 18 months into the Ph.D. program (see table below). The research proposal required for the comprehensive examination will be considered the first report to the supervisory committee.

START DATE	COMPREHENSIVE EXAM & 1st MEETING of SUPERVISORY COMMITTEE
September	February plus one year
January	June plus one year
May	October plus one year

4.0 SUBSEQUENT MEETINGS

Subsequent meetings will be held on a schedule to be determined by the committee and will be at least once every 12 months of full-time registration. Students wishing to alter the time frame for a meeting may do so in a written request to the committee.

5.0 PROMOTIONS

For students promoted from a Master's degree program, the comprehensive examination may take place earlier than 18 months from the beginning of the Ph.D. program but not earlier than 18 months from the beginning of the Master's program.

6.0 RESEARCH PROGRESS REPORT

Progress reports are due to the supervisory committee two weeks prior to each meeting. The report consists of two parts:

- Part I – Basic Information, to be completed by the student or graduate assistant in preparation for the meeting.
- Part II – Summary of the student's progress in the Ph.D. program, to be completed by the student

7.0 MEETING PLAN

The student will deliver a 15-20 minute oral presentation on their research progress then answer questions from the committee.

8.0 ASSESSMENT:

Report on the Candidate – The Ph.D. supervisory committee will assess the candidate's progress towards their degree and file a report with the CHEE graduate assistant after each meeting.

9.0 NEGATIVE OUTCOME

If an assessment of “unsatisfactory” for any individual criterion (see #1 “Criteria for Assessment” in Report on the Candidate) is identified by the committee, recommendations will be made to address the deficiency. If a second “unsatisfactory” assessment is made for the same criterion, the committee may recommend more substantial actions be undertaken by the student such as frequent progress meetings or reports. Should a third “unsatisfactory” assessment occur, the student will be asked to withdraw from the program according to the School of Graduate Studies Policies “Withdrawal on Academic Grounds”.

<http://www.queensu.ca/sgs/forstudents/policiesprocedures.html#withdrawacademic>

Part I – Basic Information

1. Name of Candidate: _____

2. Research Supervisor(s):

- _____
- _____

3. Date of initial registration in Ph.D. program: _____

4. Course work Completed (attach a transcript if necessary): _____

5. Date of comprehensive examination: _____

6. Members of Ph.D. supervisory committee:

- _____
- _____
- _____
- _____

7. Date of last Ph.D. Supervisory Committee meeting: _____

Part II – Progress Report by the Candidate

Prepared on Date: _____

The progress of the Ph.D. candidate will be evaluated on the basis of a written report provided by the candidate to the Ph.D. Supervisory Committee and an oral presentation. The written report should be concise and explain the progress made since the previous meeting, any publications arising from the research and any difficulties encountered. Additional information may be attached on a separate page.

1. Ph.D. Thesis title or topic:

2. Summary of progress made since the previous committee meeting. If this is the first meeting, indicate “first meeting” in this section.

3. Difficulties encountered during the research.

4. A list of publications, conference presentations and other contributions authored by the candidate should be attached, if any.

5. List a summary of research goals for the candidate to achieve over the next 12 months.

6. Suggest means to ensure that the research goals will be met in a timely fashion.

Report on the Candidate

1. CRITERIA FOR ASSESSMENT

	Excellent	Very Good	Good	Satisfactory	Unsatisfactory	Yes/No Not Applicable
Overall quality of the progress report (Part II)						
Overall quality of the oral presentation						
Familiarity with relevant literature						
Are the objectives of the research clearly defined and achievable? Yes/No						
Knowledge of experimental design, data collection and methods of analysis to ensure completion of the research program						
Ability to think critically and develop independence in research						
Is the time envisioned to complete the research program realistic? Yes/No						
Have concerns or recommendations from previous meetings been addressed? Yes/No						
OVERALL PROGRESS TO DATE						

2. Next meeting is recommended to take place in:

3 months	
6 months	
9 months	
12 months	
other	

3. Comments by the Committee:

Note: If the progress is deemed below expectations, explain in some detail the actions recommended to the candidate to remedy the deficiencies and indicate deadlines to be met.

Note: In the case of unsatisfactory performance and if the recommendation of the committee is withdrawal from the program, consult the graduate coordinator immediately after the meeting to discuss the procedure to be followed and policies to be adhered to by the Department.

4. Signature of committee members:

Research Supervisor	
Co-Supervisor (if any)	
Internal Committee Member	
External Committee Member	

5. Comments by candidate:

6. Candidate acknowledgement of committee's recommendation:

Signature of candidate: _____

Date: _____

REPORT ON THE CANDIDATE

Original – filed with the Graduate Assistant

Copy – to student

Additional copies may be requested by committee members