

General Considerations:

Every PhD student is required to have a supervisory committee at all stages of enrolment in the doctoral program.

The composition of the supervisory committee is as follows:

Students not yet enrolled in GP1 (PhDU1) –

Graduate Coordinator and two other faculty members (stage 1 form)

Students enrolled in GP1 and not yet in GP2 (typically PhDU2 & PhD1) –

GP1 supervisor, GP1 1st reader, and Graduate Coordinator (stage 1 form)

Students enrolled in GP2 (typically PhDU3 & PhD2) –

GP2 supervisor, GP2 1st reader, and Graduate Coordinator (stage 1 form)

Students who have completed GPs and not yet achieved candidacy –

Graduate Coordinator and two other faculty members (stage 2 form)

Students who have achieved candidacy –

Thesis supervisor and supervisory committee (stage 3 form)

It is an SGS requirement that a PhD student's supervisory committee must meet together with the student at least once per year, and the meeting and its outcome must be recorded on ROSI as satisfactory or unsatisfactory. The Linguistics Department has institutionalized this process as "May Monitoring."

In addition to May Monitoring, graduate students who have not yet achieved candidacy are expected to meet with the graduate coordinator during the registration period each September, to review their progress and take note of any program requirements not yet met.

Graduate students who have achieved candidacy are expected to meet with their supervisor on a regular basis throughout the year, and with their full supervisory committee as required.

These meetings, which are in addition to the formal annual monitoring described below, may or may not be documented for the student's file, at the discretion of the supervisor.

May Monitoring

Each year, in May, every PhD student must have a formal meeting with their supervisory committee. The student and the supervisor are jointly responsible for ensuring that this meeting takes place. The student must provide an updated copy of their CV and their last May Monitoring form to the supervisor two days before the meeting.

At the meeting, the supervisor completes parts 1, 2, and 3 of the appropriate May Monitoring form in consultation with the student and the other members of the committee. The committee, in the absence of the student, then completes parts 4, 5, and 6. The student is provided with a copy of the completed form, and signs part 7 to indicate that they have read it. The student may also, if they wish, provide a written response.

Repeated failure to achieve satisfactory progress may jeopardize a student's status in the program. Satisfactory progress is determined based on the goals (section 2) and recommendations (section 5) outlined in the May Monitoring report from the previous year. If the student's progress is found to

be less than satisfactory, a 6-month timeline should be provided in section 5 of the form and the committee should meet again in six months. At this meeting, a second May Monitoring report will be completed. If progress is found to be less than satisfactory again, a second 6-month timeline should be provided in section 5 and the committee will meet again at the end of those six months. If the student's progress is not found to be satisfactory at that point, [program termination procedures](#) will be initiated. If at either of the aforementioned meetings progress is deemed to be satisfactory, termination procedures will not be initiated. In other words, termination procedure is only initiated when there are two *consecutive* unsatisfactory monitoring reports.