

General Considerations:

Every PhD student is required to have a supervisory committee at all stages of enrolment in the doctoral program. Until the student achieves candidacy, the supervisory committee consists of the graduate coordinator, who serves as their supervisor of record, and two other faculty members. All pre-candidacy students have the same supervisory committee in any given year. Once a student achieves candidacy, their thesis supervisor and supervisory committee take over.

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. 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 to the supervisor two days before the meeting.

Students who have achieved candidacy are expected to make a brief presentation of their thesis work at 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.

If the student's progress is found to be less than entirely satisfactory, the committee should meet again in no less than six months, or earlier as appropriate. Repeated failure to achieve satisfactory progress may jeopardize a student's status in the program.