



Chemical Engineering & Applied Chemistry  
UNIVERSITY OF TORONTO

**Ph.D. Reading Committee Meeting Assessment Form**

**Student Name:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_

1. Review of Departmental Policies on Reading Committees by Chair (see attached document)

2. Brief Student Record:

Number of years in the program: \_\_\_\_\_

Date of previous committee meeting: \_\_\_\_\_

Course Record: # of courses required: \_\_\_\_\_ ; # of courses completed: \_\_\_\_\_

For details, please see attached.

3. Review recommendations of previous Reading Committee(s) (see attached).

4. Summary of the Committee's assessment of student's performance

|                                   | outstanding | very good | Good | satisfactory | weak |
|-----------------------------------|-------------|-----------|------|--------------|------|
| critical analysis                 |             |           |      |              |      |
| design of research projects       |             |           |      |              |      |
| problem solving                   |             |           |      |              |      |
| Laboratory skills                 |             |           |      |              |      |
| Originality/creativity            |             |           |      |              |      |
| Industry                          |             |           |      |              |      |
| self-reliance                     |             |           |      |              |      |
| communication:<br>oral<br>written |             |           |      |              |      |
| collaboration                     |             |           |      |              |      |

Suggestion(s) for improvement of weak areas:

Note: This summary should be discussed with the student

5. Recommendation: The candidate

|  |   |
|--|---|
|  | may proceed as per 4 above  |
|  | may begin to write thesis   |
|  | may proceed to Departmental oral  |
|  | may skip Departmental oral and proceed directly to the SGS oral (note: this recommendation is typically made for outstanding candidates)                              |
|  | has not demonstrated adequate progress. Failure to demonstrate satisfactory progress by the next reading committee meeting may result in termination of registration. |
|  | has not demonstrated adequate progress. Registration in the program should be terminated.   |

The Reading Committee should meet in the next

|  |   |
|--|---|
|  | Three months. Tentative date: week of _____ |
|  | Six months. Tentative date: week of _____   |
|  | Nine months. Tentative date: week of _____  |

6. If the number of years in the program is 3.5 or more, the student should consult with the reading committee and submit a "plan to complete" to the Graduate Office within a week after the meeting. The plan should be less than one page long and include the tentative date of departmental oral.

7. Signature of Chair of Reading Committee: \_\_\_\_\_

8. **FOR THE STUDENT:**

This document accurately reflects the discussion and recommendations at this meeting of my Reading Committee.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Additional comments by committee/student:

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