

**GUIDANCE COMMITTEE MEETING
DOCTORAL DEGREE IN ASTROPHYSICS AND ASTRONOMY
STUDENT FORM**

Student Name:

Date:

PID:

Advisor Name:

Dual PhD?

☐

If so, list secondary unit

Are your RECR trainings up to date? Yes ☐ No ☐

List the RECR activities you have completed this academic year:

Have all required courses been completed? If not, what is left, and what is the plan to finish?

All astronomy graduate students are expected to participate in at least one outreach event annually; list what you participated in (or plan to) this year:

What are your goals for the coming year?

When do you plan to graduate?

What are your plans after graduation?

Did your advisor/chair leave the room so you could have a discussion with other members?

Yes ☐ No ☐

Student signature

Date

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Overall, was the presentation satisfactory, representing good progress toward a PhD?

Satisfactory ☐ **Unsatisfactory** ☐

If unsatisfactory, list reasons

Areas of excellence: Major accomplishments and/or strengths demonstrated by the student

Areas of improvement: List specific issues or strategies for improvement to revisit at next meeting

Career Development Advice

Is the proposed thesis timeline reasonable? If not, what adjustments are needed?

Funding Trajectory

What current grant(s) or fellowships are funding the student, and how long do these run?

List any pending grant(s) that could fund the student in the future and their length if relevant

Is GTA support expected to be needed at any point? If so, how many semesters?

Is any issue with summer RA support expected? Is there a plan to apply for a Dissertation Completion or other fellowships in the next year?

	Name	Signature	Date
Committee Chair			
Committee Member			
Committee Member			
Committee Member			
Committee Member			
Committee Member			

Committee Reporting Instructions: Annual Committee Meetings

The student should present their thesis research plan and progress according to the guidelines below. Unlike for the Physics PhD, the first committee meeting is not part of the comprehensive exam; nonetheless, for all annual meetings, the committee should record whether the presentation is satisfactory as an evaluation of whether the student is making good progress toward their degree.

If the presentation is unsatisfactory, the reasons should be indicated and the meeting form should be completed and signed (so that it can be uploaded into GradPlan to represent, if needed, the required meeting for that academic year). It would then typically be appropriate to schedule a new meeting, allowing appropriate time for the student to prepare, but within six months of the original meeting. A new guidance committee form should be filled out during the additional meeting.

All reports should include:

Areas of excellence: Areas where the student showed a good understanding of the background and motivation for their work, positive research accomplishments, or other examples of positive work. Highlight areas in which the student performed exceptionally well.

Areas of Improvement: Specific areas for growth should be identified and strategies for improvement should be suggested. This may include, for example, improved strategies for making research progress, or ways to improve interactions within their research group or collaborators. All comments should be specific and constructive.

Career Development: Offer guidance on potential career paths, professional skills to cultivate, and resources or opportunities to explore prior to the next Guidance Committee Meeting.

Timeline Evaluation: Assess whether the proposed timeline is realistic, and if not, what adjustments are recommended.

Funding Trajectory: This section asks for specific information about current and future funding for the student with a goal of clear communication between student and advisor, as well as helping to plan for possible future GTA or other resource requests.

Reports should be as detailed and specific as possible, since they serve as important advising and accountability tools for both the student and the graduate program.

Scheduling of Meetings

Annual Committee Meetings must be held once every academic year between August 16 and May 15.

Fully approved reports must be uploaded to the student's GradPlan after each meeting.

First Committee Meeting (typically by the end of the fall semester of Year 3): Plan for at least 90 min (if combining with second year talk, 2 hr may be appropriate). The student should present their research plan (30-40 min maximum); the remainder of the meeting should be devoted to discussion, advising, and feedback from the committee.

Subsequent Annual Meetings: Plan for about 60-75 min. The student update should be brief (15-20 min maximum), focused on progress, difficulties, and any changes of plan. The remaining time should be devoted to committee discussion and advising.

Formation of the Ph.D. Guidance Committee and Oral Exam

A Ph.D. Guidance Committee must be formed no later than six months after completing the comprehensive exam requirement.