

THESIS ADVISORY COMMITTEE (TAC)

(Updated on 6 August, 2018)

TAC COMPOSITION

- A TAC will consist of a supervisor(s) and **two** non-supervisory members. One of the non-supervisory members will act as the chairperson. At least one of the non-supervisory member need to be from the department.
- TAC members will be recommended by the Supervisor and approved by the DBS Graduate Committee.
- TAC members must be on research track and with title of assistant professor or higher.
- A TAC should be formed immediately after confirmation of the supervisor by the student and, if the faculty wishes, can be used to panel the PhD QE.
- TAC members (except for the supervisor) can serve as thesis examiner, though in particular cases where the committee member has been highly involved in the supervision of the thesis, this should be avoided.

ROLES OF THE TAC

- The role of the TAC is to assist supervisors in their monitoring function and also to provide guidance and advice on students' research, complementing the expertise of supervisors.
- TAC may be called upon to take a more active role in cases where supervisors are absent or in cases where disputes between supervisors and students occur.
- TAC members should be reasonably accessible to students when called upon for discussion of students' academic progress or for consultation on issues related to the research project and for general guidance.
- TAC members will read the required progress reports, judge whether there is satisfactory progress through the program, and approve the reports.
- The membership of the TAC can be changed at the initiative of the student as their research direction becomes more clearly defined.
- Students are encouraged to meet informally with TAC members for advice on academic or research matters.
- Together with the supervisor, TAC will also mentor the student on future career opportunities.
- TAC will help the student and advocate for their position, even if the supervisor tends to a different opinion.

TAC MEETINGS

1	One TAC meeting must be conducted before the end of student's 1 st year of study after admission to help the student prepare for their QE and their research. The meeting format of the TAC is flexible;
2	It is the responsibility of each student to arrange for TAC meetings at least once a year after their QE. Student should not wait until they are about to submit their thesis before arranging for TAC meetings. If student is found not arranging for TAC meetings at least once per year after their QE, student may be penalized. Meetings can be held anytime during the semester to avoid scheduling conflicts;
3	During a TAC meeting the student will give a brief oral presentation that emphasizes points upon which they want feedback. The meeting will review progress, problems, and timeline to completion of the project;
4	There is no need to submit the TAC report together with the online Progress Report. A hard-copied TAC report must be submitted to Ms. Jacqueline <u>or</u> Ms. Priscilla after each meeting;

5	Students must complete 2 TAC meetings after OE before thesis submission, this is compulsory!
6	The final TAC meeting makes a recommendation for thesis submission. A pre-thesis exam is not required