

Research Advisory Committee (RAC)

For most students, the RAC should be in place by the spring or summer semester of the second year of study.

The RAC should comprise a minimum of four individuals, although five is preferred. At least one member of the committee should be external to the School of Dentistry. The composition of the RAC should represent the research focus of the student. The identification of individuals asked to serve on the RAC is the responsibility of the PI and not the student. The PI should discuss the committee composition with the student. The PI will serve as the chair.

The appointment of the RAC is formalized by submitting the Research Advisory Committee Form (Form B) for approval by the PD. Should changes/additions to the RAC become necessary, a revised form must be submitted.

The RAC

- guides the student through their graduate program
- in addition to degree requirements, the RAC may recommend additional activities or course work for program completion
- functions as an advisory body and work with the student's PI in guiding the student's graduate program to ensure that timely progress toward degree completion is being achieved
- conducts the oral comprehensive and final examinations

The initial meeting of the RAC should take place shortly after the approved appointment of members. The objectives of this first meeting are to familiarize the committee members with the student and the project on which the student will work, the framework of coursework intended for the student and the intended schedule for the candidacy examinations. The date for the written component of the oral exam should be decided at the first meeting.

Regular meetings, a minimum of one a year, are required as a means of monitoring the extent to which timely progress toward degree completion is being achieved.

Meeting Agenda

The suggested format for the RAC meeting is as follows

- Student presentation

The project and its objectives, progress made in meeting the objectives and the identification of the next phase of experimental work to be undertaken.

- Discussion with student

RAC provides feedback to the student on their research and discusses next steps in the project.

- Discussion in the absence of the student

The PI should share with the RAC members her/his assessment of the student's performance in the period since the last RAC meeting and discuss any alterations to the future plan.

- IDP

Annually at around the time of the RAC meeting, the PI and student must meet to discuss and update the students IDP. Students must inform the PD after their annual review of their IDP.

- Documentation

The student and PI MUST document the meeting by completing the [RAC Meeting Report Form](#). Ideally, this should be reviewed by the RAC for accuracy.