Thesis Committee Meeting Guidelines

Department of Physics
University of Chicago

The annual thesis committee meeting should last approximately one hour, consisting of a 30-minute presentation, a 20-minute Q&A session, and a 10-minute meeting of only the advisor and the remaining committee members.

The presentation should include:

- **Part I (brief)**
  - Progress toward candidacy and fulfillment of post-candidacy course requirements
  - Professional development (relevant coursework, summer schools, conferences)

- **Part II (main)**
  - Description of central research question
  - Discussion of progress and achievements in past year
  - Discussion of problems and challenges in past year
  - Discussion of research plan for coming year and timeline toward dissertation
  - Opportunities to present work to the scientific community

Please remember to fill out the [Annual Academic Progress Report](#) and submit it with your committee members’ signatures to the Graduate Affairs Administrator following your meeting.

Last updated: April 20, 2022