

Ph.D. Annual Progress Reports

Important information regarding Ph.D. Student annual reports.

Information:

http://www.queensu.ca/calendars/sgsr/Annual_Progress_Reports.html

Form:

http://www.queensu.ca/sgs/facultystaff/annualreport/SGS-Template-AnnualReport_2012_DMv6.pdf

Graduate Studies information on reports:

To be in good academic standing, a student registered in a degree program¹ in the School of Graduate Studies (SGS) must make continuous, satisfactory progress toward the completion of the degree, as well as comply with the General Regulations of the SGS, all departmental/program requirements governing that degree program, and any and all applicable university regulations.

In research-based graduate programs, progress is facilitated through the completion and submission of an *Annual Progress Report*, and for doctoral students it is a requirement of the Queen's University Quality Assurance Processes.

All doctoral students are required to submit an Annual Progress Report and graduate departments/programs are required to have a process to provide written feedback to each student. Every doctoral student is responsible for submitting a written report at least once per year to the supervisor, and/or if applicable the supervisory committee, detailing his or her progress since the last report, and the plan/objectives for the next year. The supervisor and/or supervisory committee provide feedback on the student's progress and comment as to whether the proposed plan/objectives are reasonable and compatible with timely degree completion. This is also an opportunity to outline how any unanticipated delays in progress can be addressed. The student must be given the opportunity to respond to the supervisor's and/or supervisory committee's comments, and all parties must sign the report prior to its submission to the Graduate Coordinator (or delegate) by the annual deadline established by the department/program. If no deadline exists, this report shall be filed with the department/program by the last working day in June each year.

Departments/programs can use the standardized SGS Annual Progress Report, or their own Annual Progress Report provided that it includes at minimum the material called for on the SGS Annual Progress report.

Annual completion and submission of a Progress Report for research Master's students² is recommended.

Faculty of Engineering and Applied Science: Information for report.

The Advisory Committee shall assess a student's progress and provide feedback, on the basis of a written Progress Report. The report must be sent by email to the Graduate Assistant, who in turn will circulate it to members of the committee, and each member of the committee is required to respond with an assessment of "satisfactory" or "unsatisfactory". It is the responsibility of the student to submit the report in a timely fashion to the Graduate Assistant. In the event that an "unsatisfactory" assessment is received from any of the committee members, it is the responsibility of the supervisor to ensure that a Committee meeting is held to review the report and reach a collective decision of "satisfactory" or "unsatisfactory", and submit a copy of the decision to the Graduate Coordinator. More frequent meetings may be convened if requested by the student, the supervisor, or the Graduate Coordinator.

In the event that the Advisory Committee assesses the student's progress as unsatisfactory, a memorandum must be submitted to the Graduate Coordinator providing the rationale for the decision, along with recommendations to rectify the situation. The Graduate Coordinator shall, in consultation with the student and the supervisor, decide upon the timing of the next meeting of the Advisory Committee (and submission of the next Progress Report). This meeting must be held within the year, but no earlier than 4 months, from the date of the meeting whose outcome was unsatisfactory. A student will normally be required to withdraw upon receipt of two consecutive unsatisfactory progress assessments.

It is the responsibility of the student to communicate to the Advisory Committee any special circumstances that should be considered by the Committee in reaching its assessment.