

**GRADUATE STUDENT PROGRESS REPORT**

The annual completion of the Graduate Studies Progress Report is MANDATORY for all graduate and is intended to serve as an opportunity for the student, teacher and/or advisor and graduate program director to review the student's progress, to establish a set of realistic goals for the following year, and to indicate any areas of weakness which can then be addressed. It is intended to be a consultative and interactive process to assist both the student, teacher and/or advisor and graduate program director in shaping each year's program of study to best advantage.

The following is a summary of the main elements of the mandatory policy. The following steps must be followed for each graduate student:

**1. Master's students:**

Annually, all master's student must meet with, at minimum, his/her teacher and/or area chair (performance) or advisor (music research). This meeting should occur in the context of an annual thesis or advisory committee, where appropriate. The form should be forwarded to the Music Graduate Studies Office for approval by the Graduate Program Director. **THE STUDENT WILL BE RESPONSIBLE FOR SETTING UP THE MEETING. THIS MUST BE DONE BETWEEN JANUARY AND MAY OF EACH YEAR.**

For **Master students in Performance**; conceptualize the Evaluation section around your performance goals and objectives. In this way the word Research can be understood in an artistic and creative sense. Example: Instead of thesis and research preparation, consider student's preparedness for the program, their musical achievements in recitals and ensembles, the ways in which they integrate seminar work with their performance (or use their seminar work to push boundaries of their knowledge and craft), and other artistic/professional achievements outside school. Goals for next year should be reviewed in light of program milestones, see <http://www.mcgill.ca/music/programs/master>.

**Doctoral students:**

At the first annual progress report meeting, written objectives/expectations for the year must be recorded in the OBJECTIVES BOX ON PAGE 1 of the progress form. The student and supervisor must sign the form on page 2 and forward the form to the Music Graduate Office for approval by the Associate Dean of Graduate Studies in Music. **THE STUDENT WILL BE RESPONSIBLE FOR SETTING UP THE MEETING.**

Subsequently, the student and supervisor(s), and, in the case of doctoral students whose committees have been formed (second reader), must meet annually to review the progress that has been achieved toward the recorded objectives and to set new objectives for the coming year. Prior to these meetings, the student should record his/her accomplishments and progress for the year by completing the PROGRESS box on page 1 of the Report form. This completed form is then evaluated by the committee on page 2 of the Report form. All parties sign the form on page 2. At this same meeting, objectives for the following year should be recorded in the OBJECTIVES box on page 1 of the same form. This form may also be supplemented with Unit-specific details or documents (see page 3). **THE STUDENT WILL BE RESPONSIBLE FOR SETTING UP THE MEETING. THIS MUST BE DONE BETWEEN JANUARY AND MAY OF EACH YEAR.**

**DOCTORAL STUDENT IN MUSIC RESEARCH** must include a specific timeline in the objectives box related to coursework, comprehensive exams, thesis proposal and thesis submission.

**D.MUS. PERFORMANCE STUDENTS** will complete this form at their annual advisory committee meeting organized by the Music Graduate Studies Office every year.

Please see the Regulations on Graduate Student Research Progress Tracking on the following website <http://www.mcgill.ca/gps/students/research-tracking> for more information on unsatisfactory reports and required signatures.

The above-mentioned forms can be found on the Schulich School of Music website at: <http://www.mcgill.ca/music/student-resources/grads-postdocs/forms>.