



GRADUATE STUDENT RESEARCH PROGRESS TRACKING POLICY

In addition to regular meetings between the student and supervisor or Advisory/Thesis Committee, the School has established procedures to provide feedback to thesis students regarding their research progress.

1. At least annually, there must be a meeting between the student, supervisor and Advisory/Thesis Committee or, in the case where there is no such Advisory/Thesis Committee, there must be a meeting between the supervisor and a departmental representative, at which objectives for the upcoming year are established and the prior year's research progress recorded and evaluated.
2. A written record of such meetings must include the signature of the student, supervisor, and the Advisory/Thesis Committee member or a departmental representative, and this record must be retained in the student's departmental file. (The Graduate Student Research Objectives Report Form, the Graduate Student Research Progress Record, and the Graduate Student Research Progress Report Form are to be utilized to keep a record of these meetings.)
3. In the case where the student does not make expected progress, the Advisory or Thesis Committee or, in the case where there is no such Advisory or Thesis Committee, the student, supervisor and a departmental representative must meet at least once per semester for the subsequent twelve months to review progress, and if appropriate to set new objectives. On the occasion of a second unsatisfactory progress report, the student may be required to withdraw from the program of study.

From: GPSO GUIDELINES AND REGULATIONS FOR ACADEMIC UNITS ON GRADUATE STUDENT ADVISING AND SUPERVISION

Note: All three completed and signed forms must be given to the Graduate Student Affairs Coordinator by December 1 each year. Forms become a permanent part of your student record. Fillable pdf versions of all forms are available at <http://www.mcgill.ca/gps/policies/tracking/>.

Form 1. GRADUATE STUDENT RESEARCH OBJECTIVES REPORT FORM for annual and interim reports. Form is used to document objectives and timelines for research project. This form is to be completed and signed by you and your supervisor.

Form 2. GRADUATE STUDENT RESEARCH PROGRESS RECORD for annual and interim reports. This form, which has two parts, is used to document progress achieved over the time period (annual or interim) in reference to stated objectives from Form 1. Part 1 is where you list specific progress towards each research goal including publications and presentations. Part 2 is where you list other activities and accomplishments including funding, prizes, awards, committee service, research and teaching assistantships, etc. You sign this form.

Form 3. GRADUATE STUDENT RESEARCH PROGRESS REPORT FORM. This form is used by your supervisor to specifically evaluate your research progress to date. Both you and your supervisor sign the form.