

GUIDELINES FOR THE GRADUATE STUDENT PROGRESS TRACKING REPORT

Note: GPS **requires PhD students** to complete tracking forms with their supervisors annually. These are ideally completed during a face-to-face meeting, though when such a meeting is not possible, e-mail correspondence will suffice. Digital signatures may be used. Only **MA students** who hold external awards need to complete these forms (see below). Tracking forms are intended to ensure that goals and expectations are clearly understood by everyone involved, and that students are progressing through their program in a timely manner.

The form is available here: <https://www.mcgill.ca/english/graduate/forms>. Download the pdf from your browser and save it to your desktop. Open the form using Adobe Acrobat Reader and save it again after filling it in.

Make sure the timeline and objectives are clearly stated (see below for examples). **Completed forms should be submitted to the Graduate Program Coordinator** (Maria Vasile), either by e-mail or in hard copy (external award holders: see below for additional instructions). The GPC will then notify the DGS that the form needs to be signed.

Deadlines:

I. Students who do not currently hold external awards

The due date for submitting this form is **Dec. 1** of each academic year in which the student is registered, but may be submitted any time in the fall term before that date (indeed, earlier would be ideal). This will cover the current academic year (fall, winter, and summer terms—e.g., fall 2017, winter 2018, summer 2018).

II. Students with external awards (e.g., SSHRC, FROSC)

Use the deadline that GPS communicates to you. GPS will send you an e-mail prompt before the due date. This date usually falls two weeks before the start date of your award period (e.g., Aug. 15 for awards beginning Sept. 1; April 15 for awards beginning May 1). The form must be submitted both to GPS and the Department of English Graduate Coordinator. **The same form may be used for GPS and Departmental purposes.**

Suggested timeline and objectives (to be adapted for MA students with external awards):

PhD2 (year 1 of the doctoral program)

- Satisfactory completion of remaining coursework
- Completion of Compulsory Research Project (CRP) proposal, for submission before the 15 May deadline of PhD2

PhD3 (year 2 of the doctoral program)

- If the Compulsory Research Project (CRP) proposal has not already been submitted and approved in May of PhD2, it must be submitted for the 15 Sept. deadline (of PhD3)
- Presentation of CRP research at the PhD colloquium, held late in the fall term of PhD3
- The CRP is normally expected to have been written and submitted to the supervisor by 1 March of PhD3 and defended by 15 April of PhD3
- Completion of the language requirement (this must be completed before the dissertation proposal is submitted)
- Submission of the dissertation proposal (by 15 Sept. of PhD4)
- Other professionalization goals

PhD4, PhD5, PhD6, etc.

- Completion of chapter drafts
- Work on publications
- Other professionalization goals