

**How should this form be used?** At least annually, it should be completed in full (but may be supplemented with other documents) at degree-focused meetings between research students, their supervisors, and (as applicable) supervisory committee members.

**Why should we use this form?** Research progress reporting was made mandatory by Senate (17 Sept. 2003). Such reporting must involve setting mutually acceptable objectives, recognition of the student’s degree progress, and an evaluation of the student. Some advantages of agreed-upon expectations and clearly defined requirements are to help reduce times to completion and misunderstanding. If questions about progress reporting arise, an Associate Dean may be consulted at Graduate and Postdoctoral Studies (GPS).

**Who can see this form?** A student, his or her supervisor(s) and supervisory committee members, and administrators authorized to view student records. Forms are to be kept in departmental files and made available to GPS upon request. The supervisor(s) must also give the student a copy.

\_\_\_\_\_  
STUDENT'S NAME

\_\_\_\_\_  
DEGREE AND YEAR          DEPARTMENT

\_\_\_\_\_  
SUPERVISOR'S NAME

\_\_\_\_\_  
CO-SUPERVISOR'S NAME (IF APPLICABLE)

This form is a(n)

- first** report to set objectives for first-year students;
- regular** report done every \_\_\_ month(s);
- interim** report after an unsatisfactory report; or
- comprehensive exam** report.

**OBJECTIVES SET** at a previous meeting with a previous form should be in hand to review at the present meeting.

**PROGRESS** toward stated objectives (from the previous form), other accomplishments, and/or student’s notes on progress (e.g., conference presentation, award, submitted article, rationale for priorities):

A FIRST REPORT USES THIS COLUMN ONLY.

**OBJECTIVES** and timelines jointly agreed upon by student and supervisor(s) for next meeting in \_\_\_ month(s) (e.g., courses, chapter, data collection, initial thesis submission):

**SUGGESTIONS** (if applicable) for meeting the objectives above (e.g., reading, drafting, training, talking with another expert):

*I have completed all my coursework (if applicable): yes / no  
I have completed lab safety training (if applicable): yes / no*  
DATE OF MOST RECENT TRAINING: \_\_\_\_\_

\_\_\_\_\_  
STUDENT'S SIGNATURE                          DATE

To ensure that students have a voice in this report, and to support or counterbalance the evaluation on p. 2, only the student may report on progress etc. in this column.

**EVALUATION** of progress toward objectives from previous report:

	Research plan	Research skills	Requisite knowledge*	Research accomplishments	Overall
Exceeds dept. expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developing appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Needs improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unsatisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> †
<i>Not applicable</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\*Requisite knowledge is often developed through coursework, which may be commented upon in the box below. Unsatisfactory progress in coursework alone cannot lead to an unsatisfactory progress report because a separate Failure Policy governs coursework. Please see the Failure Policy on the University Regulations and Resources website, starting at [www.mcgill.ca/study](http://www.mcgill.ca/study).

†A first overall unsatisfactory report must lead to a follow-up report, but not sooner than 4 months after the first.

Failure to meet overall objectives on any two reports will result in the student's withdrawal from McGill.

**EXPLANATION** of the evaluation (and comments on related areas, such as coursework, lab work, etc., if appropriate):

**SIGNATURES** (PLEASE PRINT THE NAMES.):

\_\_\_\_\_  
STUDENT'S NAME

\_\_\_\_\_  
SUPERVISOR'S NAME

\_\_\_\_\_  
CO-SUPERVISOR'S / COMMITTEE MEMBER'S NAME

\_\_\_\_\_  
COMMITTEE MEMBER'S NAME

\_\_\_\_\_  
COMMITTEE MEMBER'S NAME

\_\_\_\_\_  
CHAIR/GPD/COMM. MEMBER'S NAME

*I agree with  
the above  
statements.*

*yes / no*

*yes / no*

*yes / no*

*yes / no*

*yes / no*

*yes / no*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
CO-SUPERVISOR'S / COMM. MEMBER'S SIGNATURE

\_\_\_\_\_  
COMMITTEE MEMBER'S SIGNATURE

\_\_\_\_\_  
COMMITTEE MEMBER'S SIGNATURE

\_\_\_\_\_  
CHAIR/GPD/COMM. MEMBER'S SIGNATURE

Anyone listed here who does not agree to the above statements must attach an explanation.

If any document has been attached to this form, please check here:

In case of disagreement, the student or supervisor should consult the unit's Graduate Program Director or an Associate Dean at GPS.

*Italicized type indicates essential signatories. All should be present (at least virtually) to sign together.*