

DEPARTMENT OF ENGLISH GUIDELINES FOR GRADUATE STUDENT PROGRESS TRACKING REPORTS

Tracking forms are mandatory for PhD students on an annual basis. They are intended to ensure that goals and expectations are clearly understood by everyone involved in the dissertation (student, supervisor, and committee members) and that students are progressing through the programme in a timely manner.

The GPS Graduate Student Research Progress Tracking Report form must be completed once per year during a face-to-face meeting between the doctoral student, supervisor, and at least one other departmental representative (usually a committee member). The Director of Graduate Studies is also required to sign but does not have to be present at the meeting. The form can be filled in electronically and electronic or digital signatures are encouraged.

The form is available on the GPS website and is linked on the Department page of Useful Forms for Graduate Students:

https://www.mcgill.ca/gps/files/gps/gps_gradstudent_progress_tracking_report_2020.pdf

Please consult the information about progress tracking on the GPS website (<https://www.mcgill.ca/gps/students/progress-tracking>) as well as the GPS Regulations on Graduate Student Research Progress Tracking (https://www.mcgill.ca/study/2020-2021/university_regulations_and_resources/graduate/gps_graduate_student_research_progress_tracking).

Deadlines

Students who do not currently hold external awards:

- **The due date for submitting this form is 1 December of each academic year** in which the student is registered, but the form may be submitted any time in the Fall term before that date.

Students with external awards (e.g. SSHRC, FRQSC):

- **Use the deadline that GPS communicates to you.** GPS will send you an email prompt shortly before the start date of your award period (e.g. 15 August for awards beginning 1 September; 15 April for awards beginning 1 May).

Submission and approval

Students who began the programme in Fall 2017 or later:

- Upload the document to myProgress. The DGS will approve the form there and the Graduate Programme Coordinator will then mark the degree milestone as complete.
- If you are submitting at a time of year other than the 1 December Departmental deadline, please let the DGS know by email that your form is in myProgress ready to be approved.

Students who began the programme before Fall 2017:

- Send the completed form with the signatures of the student, supervisor, and committee member to the DGS (gpd.english@mcgill.ca). The DGS will sign the form and forward it to the Graduate Programme Coordinator for Departmental records.

Students who hold external funding:

- In addition to submitting the form to the Department, as outlined above, **students with external awards must also send the form to GPS** (graduatefunding.gps@mcgill.ca) and copy the supervisor. **The same report may be used for GPS and Departmental purposes.**

Suggested objectives and timeline

PhD2 (year 1 of the doctoral program – the first report should set objectives but does not need to evaluate progress):

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

PhD3 (year 2 of the doctoral program):

- 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 September of PhD4)

PhD4, PhD5, PhD6, PhD7:

- Completion of chapter drafts
- Work on publications
- Towards the end of the degree, identify a timeline for completion of the doctoral dissertation (initial submission, defence, final submission)

Other professionalization goals may be included where appropriate (e.g. conference presentations, organisation of conference panels, research travel, submissions for publication, etc).

Note that if progress is judged unsatisfactory on two reports (not necessarily consecutive), this constitutes unsatisfactory progress towards the degree and may result in the student being withdrawn from the University.

For any questions about the progress tracking process, please contact the Director of Graduate Studies (gpd.english@mcgill.ca).

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