Graduate Student Research Progress Tracking Report

Instructions

Overview

- Must be completed by Master's and Ph.D. students
- Must be completed after each Advisory Committee Meeting
- The student, supervisor(s), and <u>all</u> members of the advisory committee must attend these meetings

Page 1 of 3

McGill | Graduate and Postdoctoral Studies

Research progress reporting for Doctoral thesis students at McGill is mandatory. This report must be completed in full at least annually at face-to-face meetings between thesis students, their supervisors, and supervisory committee member(s). This report may also be supplemented with unit-specific details or documents (see page 2). Units can also use this report for Master's students in non-thesis research programs if this is a Unit-wide practice.

In cases where the student has missed an established progress report deadline and has not responded to the Unit within 4 weeks after being contacted by the Unit, the report may be completed in the student's absence, and progress may be judged unsatisfactory.

The student, supervisor(s), and academic unit must retain copies of this form. It must also be made available to members of the supervisory committee and university administrators authorized to view student records upon request.

External award holders must use this form for annual progress reports, including the box on page 3. Submit a copy to GPS Graduate Funding. For those admitted in **Fall 2017 or later, please upload this to MyProgress.**

Please contact a GPS Associate Dean regarding any questions about progress reporting.

STUDENT'S NAME   IPN   STUDENT'S ID

DEGREE AND YEAR   DEPARTMENT

SUPERVISOR'S NAME

CO-SUPERVISOR'S NAME (IF APPLICABLE)

Check all that apply: This form is a(n)

☐ **first** report to set objectives for first-year students
☐ **regular** report done every ___ month(s)
☐ **external award holder** report
☐ **interim** report after an unsatisfactory report
☐ **comprehensive exam** report

- Check 1st box if first Advisory Committee Meeting
- Check 2nd box if subsequent Advisory Committee Meeting. These meetings are done every 12 months.

For a **first report**, students complete the **Objectives** box only. For subsequent reports, students complete all boxes on this page.

OBJECTIVES and timelines jointly agreed upon by student and supervisor(s) for next meeting in _____ month(s) (e.g., courses, ethics approval, required training, chapter, data collection, initial thesis submission)

If 1ˢᵗ Advisory Committee Meeting, students complete this box only.

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

PROGRESS toward stated objectives, other accomplishments, and/or student's notes on progress (e.g., conference presentation, award, submitted article, rationale for priorities). 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 in this box.

For subsequent meetings, students must complete this box and the 'Objectives' box above.

Date of the meeting (not the date the form was completed)

I have completed: Coursework Yes☐ No☐ N/A☐   Lab safety training Yes☐ No☐ N/A☐   *Ethical approval* Yes☐ No☐ N/A☐

STUDENT'S SIGNATURE _____   DATE _____

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

Page 2 of 3

It is mandatory that page 2 of the form be completed by the supervisor. Completion of this page informs the Unit as to whether the student's progress is satisfactory or unsatisfactory.

McGill | Graduate and Postdoctoral Studies

EVALUATION of progress toward objectives (to be completed by supervisor)

	Research plan	Research skills	Requisite knowledge*	Research accomplishments	Overall
Satisfactory	☐	☐	☐	☐	☐
Unsatisfactory	☐	☐	☐	☐	☐†
Not applicable	☐	☐	☐	☐	

*Requisite knowledge is often developed through coursework, which may be commented on in the box below. However, unsatisfactory progress in coursework alone cannot lead to an unsatisfactory progress report because a separate Failure Policy governs coursework. Please see the Failure Policy in Graduate Studies on the University Regulations and Resources website, starting at www.mcgill.ca/study.

†A first overall unsatisfactory report must lead to a follow-up progress tracking meeting, not sooner than 4 months after the first report and not later than 6 months after the first report. DEADLINE FOR FOLLOW-UP REPORT: _____.

Failure to meet overall objectives on two Reports (not necessarily successive) constitutes unsatisfactory progress towards the degree and, if recommended by the academic unit, the student will be withdrawn from the University.

Must be completed by the supervisor after the meeting

EXPLANATION of the evaluation, and comments on related areas, such as coursework, lab work, etc., as appropriate.

The supervisor must complete this section after the meeting, and must provide an explanation for the evaluation, regardless if the progress is satisfactory or unsatisfactory.

SUPPLEMENTARY DETAILS (Optional)
Use this box to include additional details according to the norms of the student's academic unit (e.g., funding status; other supervisory committee meetings).

Page 3 of 3

McGill | Graduate and Postdoctoral Studies

External Award Holders must complete this box and email a copy of the entire progress report to GPS Funding, copying their supervisor to the email.

Tri-Council Agency: NSERC ☐ SSHRC ☐ CIHR ☐   Start date of award: May 1 ☐ Sept 1 ☐ Jan 1 ☐

A) Award holders who are registered full-time must limit the number of hours of employment to 180 hours per term.
☐ I did not work any additional hours to my full-time research.
☐ I worked _____ hours during my award year. Nature of paid work: _____

B) Award holders are responsible for reporting any changes in program when they occur because it may affect ongoing eligibility (i.e., leaves of absence, change in supervisor or research, change in registration, etc.).
☐ There were no changes to my student status in the past year
☐   There were changes to my student status in the past year: _____

This section is to be completed by those who hold an external award

Both columns must be completed by the student and **all** members

SIGNATURES (PLEASE PRINT NAMES): * Mandatory. Must be present to sign together.	I agree with the statements and evaluation in this Report.	Has a conflict of interest arisen in respect of any of the parties signing?** (See examples)	_____ DATE
_____ * STUDENT'S NAME	Yes☐ No☐	Yes☐ No☐	_____ STUDENT'S SIGNATURE
_____ * SUPERVISOR'S NAME	Yes☐ No☐	Yes☐ No☐	_____ SUPERVISOR'S SIGNATURE
_____ * CO-SUPERVISOR'S NAME (if applicable)	Yes☐ No☐	Yes☐ No☐	_____ CO-SUPERVISOR'S SIGNATURE (if applicable)
_____ * COMMITTEE MEMBER'S NAME	Yes☐ No☐	Yes☐ No☐	_____ COMMITTEE MEMBER'S SIGNATURE
_____ OTHER MEMBER'S NAME (Role: _____)	Yes☐ No☐	Yes☐ No☐	_____ OTHER MEMBER'S SIGNATURE
_____ OTHER MEMBER'S NAME (Role: _____)	Yes☐ No☐	Yes☐ No☐	_____ OTHER MEMBER'S SIGNATURE
_____ OTHER MEMBER'S NAME (Role: _____)	Yes☐ No☐	Yes☐ No☐	_____ OTHER MEMBER'S SIGNATURE

Date of the **meeting**; must match the one on page

Anyone listed above who does not agree with the statements and evaluation in this Report must attach an explanation.
If any document has been attached to this report, please check here: ☐
In case of disagreement, the student or supervisor should consult the Unit's Graduate Program Director or a GPS Associate Dean.

Do <u>not</u> complete this section; it will be completed by the IPN Director.

GPD approval is required on all Progress Tracking Reports; attendance at meeting is not. If the GPD is the supervisor, the Chair must sign here.

GPD (Chair) Name: _____ Signature: _____

Regulation on Conflict of Interest - **If anyone checks YES, the form must be submitted to the Dean of GPS with an explanation. If there is any doubt, contact the appropriate GPS Associate Dean.

"Conflicts of interest may take various forms and may arise in various contexts. A potential conflict of interest will exist whenever a member of the University community is in a position to influence the conduct of research, academic, human resource, business, financial, governance or other matters in ways that could lead to personal gain for the member or a related party, or give improper advantage to others, to the detriment of the University or other members of the University community."

"The Regulation recognizes that the existence of a potential conflict situation does not necessarily connote misconduct or preclude the involvement of a member in the situation in which the conflict has arisen – provided the conflict is recognized, disclosed, assessed and addressed. However, it must be recognized that not all conflicts of interest, even if disclosed in a timely manner, will be permitted."

Next steps

- Once the student and their supervisor have completed the form, the student must submit it to ipn@mcgill.ca. Please save the form in this order:First Name_Last Name_GPTR.

- The IPN Director will review the form, and sign page 3.

End