

**GRADUATE STUDENT PROGRESS REPORT**

The annual completion of the Graduate Progress Report is MANDATORY for all graduate students in thesis programs and is intended to serve as an opportunity for the student and their teacher and/or advisor to review the student's progress, to establish a set of realistic goals for the following year, and to indicate any areas of weakness which can be addressed. It is intended to be a consultative and interactive process to assist both the student, and the teacher and/or advisor in shaping each year's program of study to its best advantage.

The following is a summary of the main elements of the mandatory policy. The following steps must be followed for each graduate student in a thesis program:

Master's students (research and performance):

Annually, all master's students must meet with, at minimum, their teacher and/or area coordinator (performance) or advisor (music research) in order to fill out the form and review its content. The completed and signed Progress Report must be uploaded by the student to myProgress for approval by the Associate Dean of Graduate Studies in Music

(<https://www.mcgill.ca/gps/myprogress>). **The student is responsible for setting up the meeting no later than June 15<sup>th</sup>.**

For Master students in Performance; in the Evaluation section, the word "Research" can be understood in an artistic sense. Goals for next year should be reviewed in light of program milestones, see <http://www.mcgill.ca/music/programs/>.

Doctoral students:

The first annual progress report meeting **should be shortly after doctoral students begin their program, but no later than December 15**. In the Progress Report, objectives and expectations for the coming year must be recorded in the OBJECTIVES BOX ON PAGE 1 of the progress form. Additionally, students must complete the Letter of Understanding and Study Plan (Audit Form). The student and all committee members must sign. The Progress Report, Letter of Understanding and Study Plan must be uploaded by the student to myProgress (<https://www.mcgill.ca/gps/myprogress>) no later than December 15 for approval by the Associate Dean of Graduate Studies in Music. **The student will be responsible for setting up the meeting.**

Additional information for performance doctoral students:

Simon Aldrich (D.Mus. Performance coordinator) must be present at all of these meetings, in addition to the student and all three DMus committee members. The student is responsible for setting up the meeting. To do so the student must establish everyone's common availability, by inviting the three committee members and Prof. Aldrich to fill in an availability poll (such as <http://whenisgood.net>). Once a date is confirmed, please inform [Graduatestudies.music@mcgill.ca](mailto:Graduatestudies.music@mcgill.ca). The Letter of Understanding must be signed by the student and all three members of the student's DMus committee. The Study Plan (Audit Form) must be signed by the student and their principal research advisor.

Performance students who need a room to hold their meeting can contact [Graduatestudies.music@mcgill.ca](mailto:Graduatestudies.music@mcgill.ca) with details and we will help you book an appropriate room for the meeting.

NOTE: Students can use the Audit Form as a Study Plan.

**Subsequent years of study until degree completion:** the student, supervisor (s) and/or another member of the committee must meet to review the progress that has been achieved toward the

recorded objectives. In the case of performance students, this must include Simon Aldrich (D.Mus. Performance coordinator) in addition to the student and all three DMus committee members. Prior to these meetings, the student should record his/her accomplishments and progress for the year by completing the PROGRESS box on page 1 of the Report form. This completed form is then evaluated by the committee on page 2 of the Report form. All parties sign the form on page 3. At this same meeting, objectives for the following year should be recorded in the OBJECTIVES box on page 1 of the same form. This Form may also be supplemented with Unit-specific details or documents (see page 2). At the same time, the Letter of Understanding and the Study Plan can be reviewed and if needed, updated and submitted. The progress report and, if applicable, reviewed Letter of Understanding and Study Plan must be uploaded to myProgress. The student is responsible for setting up the meeting no later than June 15th each year.

Please see the Regulations on Graduate Student Research Progress Tracking on the following website <http://www.mcgill.ca/gps/students/research-tracking> for more information on unsatisfactory reports and required signatures.

The above-mentioned forms (Progress Report, Letter of Understanding and Study Plan (Audit Form) can be found on the Schulich School of Music website at:  
<http://www.mcgill.ca/music/student-resources/grads-postdocs/forms>.

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