PhD ADVISORY COMMITTEE REPORT

Research progress reporting for Doctoral thesis students at McGill is mandatory. Such reporting must involve setting mutually acceptable objectives, recognition of the student's degree progress, and evaluation of the student. Some advantages of agreed upon expectations and clearly defined requirements are to help reduce time to completion and misunderstanding.

This form should be completed by the student (please type) prior to the Advisory Committee meeting, except for the last page which should be completed by the Advisory Committee members at the meeting. It is the student's responsibility to electronically submit the completed form to the Graduate Program Director and the Student Affairs Coordinator (gradstudies.pharmacology@mcgill.ca) within one week of the meeting.

STUDENT'S NAME

MCGILL ID

Date of the Meeting

Program start date (term/year)

Advisory Report Number: This does <u>NOT</u> include previous M.Sc. Advisory Committee Reports

#1	**#2**	**#3**	**#4**	**#5**	**#6**	**#7**
☐	☐	☐	☐	☐	☐	☐

Is this an interim report after an unsatisfactory report?   **Yes** ☐   **No** ☐

Yearly LOU modifications completed and signed?   **Yes** ☐   **No** ☐

1. Objectives and timelines from previous committee meeting (if applicable)

2. Objectives achieved and incomplete

3. **Objectives and timelines for next committee meeting (if applicable)**

4. **Other activities and academic achievements (e.g. manuscript publications, oral/poster presentations, conferences or workshops attended, collaborations, outreach, leadership roles etc.)**

5. **Progress on program requirements (e.g. courses completed and registered for, graduate student seminars, etc.)**

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6. **Your stipend (source, amount)**

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7. **Prizes and awards (sorted by past, ongoing, and new since last committee meeting)**

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8. **Thesis submission timelines and plan for stipend during thesis writing, as agreed upon with supervisor (if applicable)**

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9. **Indicate any changes in your Letter of Understanding**

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![McGill Graduate and Postdoctoral Studies logo] **Progress Tracking Report** *updated May 2023*

EVALUATION of progress toward objectives (to be completed by the Designated Chair)

	Research Plan	Research Skills	Requisite Knowledge*	Research Accomplishment	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.

Explanation of Above Rating. Please justify your overall evaluation by assessing the following criteria:

1. Quality of abstract (or written report for thesis proposal):

2. Clarity, quality, and organization of oral presentation:

3. Understanding and critical analysis of project and emerging data:

4. Progress made in research project since last meeting:

5. Overall development of competences and skills set:

6. Suggestions, challenges, priorities, and action items:

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

C) ☐ There were changes to my student status in the past year: _____

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

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.

GPD approval is required on all Progress Tracking Reports; attendance at meeting is not. If the GPD has signed above as the supervisor, a committee member or the unit representative replacing a committee member, 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. For guidance on how to disclose a Conflict of Interest, click here.

"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."

Note to students: after obtaining signatures from all committee members and the Graduate Program Director, please submit the completed form to MyProgress (hyperlinked here) in order to keep your progress tracking up to date.