

# Research Progress Tracking Form

**Instructions:** This form must be completed in a face-to-face meeting between graduate students and their supervisor(s). At the request of the student or the supervisor(s), additional staff members may be invited to participate (for MEng students: a designate of the Graduate Program Director; for PhD students: a member of the student's supervisory committee).

**MEng** students complete the form within the first 3 months of initial registration and annually each May 31st. **PhD** students complete the form, 1) following the preliminary meeting of the student and supervisory committee, 2) following 701, 702 and 703 and 3) subsequently each May 31st. For all students, in the case of an unsatisfactory progress report, a follow-up progress tracking report must be completed not sooner than 4 months and not later than 6 months after the unsatisfactory report.

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 Form may be completed in the student's absence, and progress may be judged unsatisfactory.

For a **first report**, students complete **Part III: Objectives** only. For subsequent reports, all three Parts must be completed.

This report is: \_\_\_ a **first report** to set objectives; \_\_\_ a **regular** report; \_\_\_ an **interim** report following an unsatisfactory report.

Student: \_\_\_\_\_ Supervisor(s): \_\_\_\_\_

McGill ID: \_\_\_\_\_ Degree: \_\_\_\_\_

Month & Year of initial registration in program: \_\_\_\_\_

## PART I: STUDENT'S PROGRESS REPORT

*Graduate student briefly describes progress in reference to objectives stated in previously filled "Research Progress Tracking Form" (including publications and presentations).*

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Student: \_\_\_\_\_ McGill ID: \_\_\_\_\_

## PART II: EVALUATION OF STUDENT PROGRESS

*Supervisor(s) and invited members evaluate the student's progress in reference to objectives stated in previously filled "Research Progress Tracking Form".*

Overall Evaluation			
Progress in research	Satisfactory:	Conditional:	Unsatisfactory:

A **"Conditional"** evaluation signifies that a problem exists which may, if not corrected, lead to an unsatisfactory performance evaluation. Any two **"Unsatisfactory"** evaluations may be grounds for requesting withdrawal. If progress is "Conditional" or "Unsatisfactory", please indicate the conditions that must be fulfilled for the student to restore a satisfactory performance evaluation.

<b>Explanation:</b>

**FOR DEPARTMENTAL USE ONLY:**

Progress in PhD program requirements (ECSE 701, ECSE 702, ECSE 703):	Satisfactory:	Unsatisfactory:
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If "unsatisfactory", explanation: \_\_\_\_\_

## PART III: RESEARCH OBJECTIVES

*Together with the student, supervisor(s) and invited members define objectives of the student work for the next progress tracking evaluation.*

**Applicable Time Period:** from \_\_\_\_\_ to \_\_\_\_\_

<b>Objectives:</b>

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<b>SIGNATURES</b> (PLEASE PRINT NAMES):  *Mandatory. Must be present to sign together.	<i>I agree with the statements and evaluation in this report.</i>	<i>Has a conflict of interest arisen in respect of any of the parties signing?*</i> (See <a href="#">examples</a> )	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	Yes __ No __	Yes __ No __	_____ Co-supervisor's signature
_____ *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 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 of 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."