

Annual Review Checklist - PhD

Student Name		Overall Progress Level in This Review	
Degree Program/Entry Term		Received Student Self-Assessment Date	
Supervisor		Committee Review Date	
Committee Members		Committee Report Sent to Student Date	
Research Project/Thesis/Dissertation		Feedback Meeting Date if Requested	

<i>Time</i>	<i>Milestones</i>	<i>Student Assessment Met/Unmet/NA</i>	<i>Faculty Assessment % Met</i>
Key Milestones Each Year	• Meet with supervisor twice per term (GSP 5.9d)		
	• Meet with committee once per year (GSP 5.9e)		
	• Review CAPP report at least once per term		
	• B or better in all coursework		
	• Submit annual progress report (GSP 5.9d)		
Year 1	• Make arrangements for supervision (GSP 5.7b)		
	• Explore & write up feasible research topic/questions		
	• Complete TCPS 2 CORE Ethics training		
	• Course work in progress		
Year 2	• Complete all course requirements		
	• Pass candidacy exam within 36 months of entry		
	• Confirm feasible research topics/questions		
	• Submit dissertation proposal draft for review (after candidacy)		
Year 3	• Obtain dissertation proposal approval		
	• Obtain Ethics consult (if no human data, after passing candidacy)		
	• Obtain Ethics/Operational approvals (as needed)		
	• Conduct research for dissertation after approval		
Year 4	• Complete research for dissertation		
	• Submit draft dissertation for review		
Year 5	• Submit final draft of dissertation for review		
	• Confirm external examiner		
Year 6	• Submit final draft of dissertation for committee approval		
	• Submit oral exam request to FGS after committee approval of final dissertation draft		
	• Complete oral defense for dissertation		
	• Revise dissertation as needed and submit final copy to FGS as needed, and complete paper work for graduation		
Year 7	• Maximum program length (FGS Calendar 17-18, p 149)		

Please send final annual review with supporting documents to Sandra (hisgrad@uvic.ca)

Student Comments	Faculty Comments

Expectations and Goals for Next Review

The following criteria will be applied to review the progress of the graduate student:

1. An overall determination of whether the progress is **Meets Expectations, Marginal** or **Unsatisfactory** (GSP 5.11d, p10)
 - Students may receive the Meets Expectations designation when >75% of key **AND** annual milestones are met
 - Students may receive the Marginal designation when 50-75% of key **OR** annual milestones are met
 - Students may receive the Unsatisfactory designation when less than 50% of key **OR** annual milestones are met
2. Completion of the **milestones for each year** is based on the student's program and stage at the time of the annual review. If a student has not yet met an expectation at the time of the review, but has plans to complete it prior to the start of the new academic year, that milestone will be considered unmet for purposes of the review.

Marginal or Unsatisfactory Progress

Graduate students with a marginal rating should work with their Supervisor and/or Committee to develop a work plan to meet progress expectations by the next annual review. Students who fail to meet expectations for a second consecutive review will be given an Unsatisfactory rating.

Graduate students with an unsatisfactory rating are to work their Supervisor and/or Committee to put in place a remedial plan with a follow-up review to be done not less than 8 weeks apart to determine if satisfactory progress has been made (GSP 5.11g, p11). In the case of two or more determinations of unsatisfactory progress on formal assessments not less than 8 weeks apart, the Supervisor may request the Graduate Advisor to make application to Dean of Graduate Studies to withdraw the student for *'failure to meet academic standards'* (GSP 5.11g, p11)