



## **Department of Law and Legal Studies Annual Review for PhD Students**

### **Goals and Principles**

The Annual Review is an individualized process that allows students, their research supervisors, and the department to check in on the progress made on the PhD over the last year, to set goals for the next year, and to assess if a change of plans and/or additional supports might be necessary. The process allows the student to define their goals for their specific PhD trajectory, identify short-term or systemic challenges they face, and highlight their achievements in different areas. The form will become part of the student file and is subject to the same access restrictions as any other forms filed with the Graduate Administrator.

The Annual Review requires input from the student and their PhD supervisor.

The student submits the following documents to the Graduate Program Administrator and their Supervisor/Co-supervisors by June 15<sup>th</sup>, 2020.

- the Annual Review form
- a copy of the CV
- an official or unofficial transcript
- the Supervisor Form

The PhD supervisor or co-supervisors submit comments (using the Supervisor Form) on the student's progress and plans to the Graduate Program Supervisor by July 1<sup>st</sup>, 2020. The student has access to these comments.

The Graduate Program Supervisor responds to the reports by email and notes any issues that have been raised. At the request of the student, a meeting can be convened with the PhD supervisor, and/or the Graduate Program Supervisor. This meeting will involve the student, their PhD supervisor, and the Graduate Program Supervisor. The student may invite another faculty member to this meeting.