



**Department of Law and Legal Studies
PhD Student Annual Review Form**

Due: July 1st

Name:

Student Number:

First term/year in the program:

PhD Supervisor(s):

About this form:

- The Annual Review allows students, their PhD 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 needed.
- If you have any questions about completing this form, please contact the Graduate Program Supervisor.
- The form asks about standard milestones such as coursework and the comprehensive exam, but it also allows you to define what you consider to be essential to your academic and broader professional development. Please tell us what your goals are and what you are doing to meet them.
- Your responses to questions 3 and 4 do not have to be very detailed. If you would like to tell us about short-term or systemic challenges that you are facing or about a change of plans, you might want to include more detail. Send to the Graduate Program Administrator, (lawgrad@carleton.ca) and your supervisor(s) and attach the following documents in **one email**:
 - A copy of your current CV
 - An official or unofficial transcript (PhD program only)

1. Academic Milestones: Overview

Please complete the information for the milestones that are in progress or completed. You should only list committee members who are confirmed members of your committee.

Comprehensive exam:

Title:

Format (check one): research paper literature review
 course development exam

Supervisor(s):

Committee Members:

Defence date:

PhD Thesis proposal:

Title:

Supervisor(s):

Committee members:

Defence date:

PhD Field Work (if applicable)

Date of ethics approval (if applicable):

Field work time-frame:

Methodology:

Where:

PhD Thesis

Title:

Supervisor(s):

Committee Members:

Internal External:

External:

Defence date:

2. Awards, Research, Professional Development

Awards, scholarships:

Academic conference presentations:

Presentations to other audiences:

Scholarly publications:

Other publications (including reports, op-eds, blog posts):

Other contributions:

Professional development: Please list any training you have received or given

3. Retrospective: the past academic year

Please describe your work as a PhD student over the last year. What have you been working on, what were the challenges, and which goals did you accomplish? How often did you meet with your supervisor and/or committee members? You can refer to your research (whether connected to the thesis project or not), presentations, TA work, pedagogical training and commitments, community engagement, and any other activities that you consider relevant. If you had to deal with any professional or personal challenges that delayed your work, please consider discussing these. (Suggested minimum: ½ page)

4. Plans: the upcoming academic year

Please let us know what your goals for the next year are.

(Suggested minimum: 1 paragraph)

Instructions: Please attach the completed form, your official or unofficial transcript and your CV and send to the Graduate Program Administrator(lawgrad@carleton.ca) and your PhD supervisor(s).