Goals and Principles

The Annual Review is an individualized process that allows the 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 needed. 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 by April 15th:
- the Annual Review form
- a copy of the CV
- an unofficial transcript

The Annual Review form will be forwarded to the student’s PhD supervisor or co-supervisors. The PhD supervisor or co-supervisors submit comments on the student’s progress and plans to the Graduate Program Supervisor by May 1st. 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, the PhD supervisor, and/or the Graduate Program Supervisor, a meeting will be convened. This meeting will involve the student, their PhD supervisor, and the Graduate Program Supervisor. The student may invite another faculty member to the meeting.