Annual Progress Reviews

SGPS requires that student's progress be evaluated annually by the student's Advisory Committee. The Advisory Committee shall consist of the supervisor(s) and two members. At least one of the members should be from the same area of research as the student. Each member must have at least non-core SGPS membership status. For PhD students, the Annual Progress Report needs to be submitted by March 31st.

A Progress Report should normally be submitted following a Face-to-Face Advisory Committee meeting. However, the meeting may be substituted by a Review-via-Report format, if the supervisor(s) proposes, and the student and Advisory Committee agree to.

Face-to-Face meetings must be held under the following conditions:
- If the student, supervisor and/or a member of the Advisory Committee, or the Graduate Chair requests a Face-to-Face meeting
- When student cannot complete their thesis requirements within the normal 12 term period, each and every Progress Report, starting from the 12th term, must be done through a Face-to-Face meeting, so that the Committee can closely monitor the progress.
- If any significant issue has been raised in the last Progress Report which imposed a condition, the following Progress Report must be done by a Face-to-Face meeting.

At any time and under any condition, if the student, supervisor, Graduate Chair and/or a member of the Advisory Committee, requests a review meeting, the supervisor must arrange such a meeting within 3 weeks of the request. Such a meeting must be a Face-to-Face meeting and a Progress Report must be completed.

For Face-to-Face Advisory Committee meetings, the candidate is required to fill in and distribute a copy of the progress report (with the supervisor's comments already filled in) to each committee member and then make a 10 minute presentation, followed by questioning and answering period. The progress report form is available online at the ECE website http://www.eng.uwo.ca/electrical/graduate/current_students/forms.html. The student should also bring at least one copy of all publications generated at Western.

In the case of Review-via-Report, any Member may contact the student for a short questioning/answering period and request additional information. If there is no concern, the Members will sign the form. However, if any Member has any concern during the process, a Face-to-Face meeting of the Advisory Committee must be held.

At the end of each review, via Face-to-Face meeting or Review-via-Report, a scanned version of the fully signed Progress Report Form must be submitted to the Graduate Assistant via email either directly by the supervisor or by the student but copied to the supervisor on the same email. The originally signed form must be submitted to the Graduate Assistant by the dates specified below.

Satisfactory or below expectation is the outcome of such review. If the progress is deemed below expectation, the supervisor has to provide in writing: 1) A list of outstanding problems; 2) detailed set of actions recommended to the student to address the deficiencies; and 3) specify

deadlines to be met by the student. Furthermore, the Advisory Committee may make a number of requests/recommendations. For example, they may request/recommend the student to take some extra courses, to gain more background knowledge through reading or literature survey, to submit a report, etc. Committee may, however, also request the student to withdraw from the program. Failure to complete the Progress Report or submit the Progress Report Form on time will be considered have not completed the program requirements, which may lead to the withdrawal or dismissal from the program.

Important Dates:

- Parts I & II of the PhD Annual Progress report must be completed by the student by March 30th (or the following Monday if March 30th falls on a weekend).

- Part III of the PhD Annual Progress report must be completed by the supervisor by April 27th.

- Part IV of the PhD Annual Progress report must be completed by the Advisory Committee by June 1st.