**Annual Progress Report of Comparative Literature PhD Student**

**Submitted by Supervisory Committee**

Name of Student: Date of Meeting:[[1]](#footnote-1)\*

 Date of Previous Meeting:

PhD Topic or Dissertation Thesis Title:

Supervisor:

Supervisory Committee Members:

*The annual progress report should offer clear and candid feedback to students on their work and progress*

*and provide guidance on how they can advance to the next step(s) in completion of the thesis. The report should be based upon a substantive meeting (or series of meetings) of the doctoral student’s supervisory committee, along with consideration by the committee of the annual progress report submitted by the student.*

*Meetings of the committee can happen with more frequency than once a year, especially when the student is not making sufficient progress and needs additional support and guidance. Committee meetings do not take the place of meetings with the Supervisor, which should occur on a more regular basis over the course of the year.*

*Annual committee meetings should take place no later than the end of March of each year. The committee’s report should be provided to the student within 5 days of the meeting, who is then given the opportunity to provide a written response (to be submitted to the committee one week following the committee meeting). All three reports: from the student, from the committee, and the student’s response to the latter are then placed in the student’s file.*

I. Please provide a response to the Annual Progress Report submitted by the student.

II. Describe the progress that the student has made on the dissertation thesis this year. Has the student been able to follow the mutually agreed upon timeline and to meet the established set of expectations?

III. If sufficient progress has not been made, explain what specific recommendations and forms of support and guidance the committee has offered to ensure that progress will be made going forward.

IV. In addition to the supervision of the thesis and its research and writing, describe the mentoring support that has been provided for intellectual growth, research and professional opportunities, etc. Also include any specific or alternative supervisory or mentoring approaches that have been taken.

**Recommendations:**

**­\_\_\_\_\_\_\_\_** The student has met deadlines, and is producing work that meets with the approval of the

Supervisory Committee. The student is making sufficient progress and is in good academic standing.

\_\_\_\_\_\_\_\_ The student has not met deadlines and/or the work that has been submitted has not met

 the standards and expectations of the Supervisory Committee. The student is therefore

not making sufficient progress. Failure to demonstrate satisfactory progress according to the specific recommendations provided above, and by the time of the next Supervisory Committee meeting, may result in recommendation to terminate the student’s candidacy.

\_\_\_\_\_\_\_\_ The student has not demonstrated adequate progress in terms of the most recent timeline that was agreed upon at the last Supervisory Committee meeting. Therefore, the student is not in good academic standing and the Committee recommends program termination.

The Supervisory Committee plans on meeting in the next three, six or nine months, with a tentative date of:

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Committee Chair’s Signature

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Candidate’s Signature

1. \* Please note that the 'Date of Meeting' must be filled in as we must enter this information every year on the

Student Information Database (ROSI). It is also important to note that the whole committee, and not

only the supervisor, should meet with the student at least once a year. [↑](#footnote-ref-1)