



FAQs: FGSR Student Supervisor Guidelines and Progress Report

PROGRESS REPORT

- [Link to Instructions](#)
- [Link to Video Resource](#)
- [Progress Report Blank Copy](#) (for INFO ONLY; Students and Supervisors should use the electronic links they receive via email instead)

<p>*NEW: I try to submit my completed form but it does not work and my supervisor does not get the form. The content I've entered</p>	<p>We've discovered that the form does not recognize non-latin characters and is not saving completed forms. Our IST colleagues are working on fixing the issue. If you are having difficulties please email graddean@ualberta.ca and we will send you an email when the issue has been fixed.</p>
<p>*NEW: I'm a supervisor, but I haven't received any information yet. Why was I left out?</p>	<p>Some students do not have supervisors listed in the system yet, or a change was made and the information has not been received by FGSR to update in the system yet.</p> <p>FGSR will be collecting this info soon from departments, and then will provide more information to these supervisors as soon as possible.</p>
<p>*NEW: Why haven't I received my form yet?</p>	<p>Please note that we are rolling this out slowly. Some students and their supervisors may not have received their form yet, but will soon. If you haven't received a form by May 27, please let us know by email to graddean@ualberta.ca.</p> <p>Students who are convocating this June may not receive a form at all, as they do not need to submit one.</p>
<p>*NEW: What do I do if my supervisor or co-supervisor are incorrect?</p>	<p>The form will be sent to the pairs that are noted in Campus Solutions. If your supervisor has changed since that information was submitted, please let us know at graddean@ualberta.ca. Include your name, CCID and student ID. Also tell us which supervisor/co-supervisor is incorrect, and the name of the correct individual.</p> <p>You can then delete the original form that was sent to you, and we will begin a new process with the correct Supervisor/Co-Supervisor as soon as possible.</p> <p>We will not be able to retain data that you enter on a form with incorrect supervisor/co-supervisor. Please check that this info is correct before you begin, and let us know if it's incorrect so that we can restart the process for you!</p>
<p>*NEW: What if I have two supervisors, instead of a primary supervisor and a co-supervisor?</p>	<p>The system is set up to record one supervisor listed as the primary, with any others listed as the co-supervisors. While this title may not fit the way your supervisory relationships work in practice, this is something the system requires.</p> <p>Once the student is done with their portion of the report the supervisory portion can be completed during a meeting where both supervisors are present to enter feedback together.</p> <p>Note that those listed as co-supervisors will also have the opportunity to provide comments when the form is routed to them during the course of the workflow.</p>



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<p>*NEW: What if I'm almost done my program? Do I still need to do a report?</p>	<p>If you are at the point in your program where you have applied for convocation, and successfully defended and submitted your thesis, you do not need to submit a form, and you can ignore any reminders. We are currently updating our student records and those requests to complete the report will be deleted if you meet the above criteria.</p> <p>If you haven't defended yet, you will need to submit a form. If you have questions about specific timelines and your situation, please reach out to graddean@ualberta.ca.</p>
<p>*NEW: What if I made a mistake entering the CCIDs of my Supervisory Committee Members?</p>	<p>After you complete the student portion, the Progress Report will be routed to your Supervisor next. Please ask them to use the option in the system to send the form back to you for revision. This way, you'll be able to adjust the CCIDs and any incorrectly entered information.</p> <p>Note: CCIDs are typically the first half of a University individual's email address (i.e. ccid@ualberta.ca), and can be found through Find a Person</p>
<p>*NEW: What if my department just finished doing Progress Reports recently?</p>	<p>If you have already completed a Progress Report this spring, you do not need to complete another form unless your department requests that you do so.</p> <p>Please let us know at graddean@ualberta.ca so that we can remove the reminders.</p>
<p>*NEW: There is a question about the Student-Supervisor Guidelines (SSG) in the report, but I don't know about this form.</p>	<p>Since both the Student-Supervisor Guidelines and the Progress Report processes are new, students who began their programs prior to or in Winter 2021, will not need to fill out a Student-Supervisor Guidelines form. For this question, you may just answer "no".</p>
<p>What is the Progress Report?</p>	<p>Student progress in thesis-based programs will be reported at least once annually using the standardized Progress Report form.</p> <p>The Progress Report is a tool that ensures students, supervisor(s) and the supervisor committee (if applicable) meet at least once per year to review and discuss a graduate student's progress in their program, and set milestones for the upcoming year.</p> <p>Note: The Progress Report is not intended to replace regular meetings and feedback from a Supervisor and Supervisory Committee, but rather provides a structured opportunity for the assessment of the student's academic progress and planning for the next year.</p>
<p>Where can I find the form?</p>	<p>The form will be initiated by FGSR for all student-supervisor pairings, as noted on the Appointment of Supervisor(s) & Supervisory Committee form, which is submitted by the academic unit to FGSR.</p> <p>You will receive an email prompt when it's time to complete the report.</p>
<p>When is the Progress Report due?</p>	<p>Progress reports are due in FGSR at minimum once every 12 months of the student's original program start date. For example, if you began your program in September 2021, you would need to complete a report before the end of August 2022).</p> <p>During the completion of the first year's report, you will be asked to choose the date of the next report, and the system will automatically prompt you at that time.</p>



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	<p>The progress report form should be filled out during the annual meeting required for all PhD students. Master's thesis-based students also require at least one progress report completed within a full 12-month period.</p> <p>In instances where more detailed monitoring of a student's academic standing is required, a progress report form may be completed more than once within a full 12-month period; however, only one (1) progress report may be submitted every four (4) months.</p>
What are the benefits of the Progress Report?	<ul style="list-style-type: none"> • Provides a standardized template for existing annual meetings • Regular and consistent monitoring of progress. Students are entitled to timely and appropriate feedback on their work and progress • Opportunity for early intervention if progress is slow or problematic • Expectations are clearly documented for year ahead • Optional confidential link for student feedback
Who needs to submit a Progress Report?	All Thesis-based Graduate Students (full-time and part-time) who have been in their program at least one semester.
Who does not need to submit the Progress Report form?	Course-based students do not currently need to submit Progress Reports. However, please check with your unit, as some units have their own discipline specific requirements for Course-based students.
What if I'm on leave during that reporting year?	Students on leave should not be working on their program while on leave. However, the student should still complete a Progress Report in the period (before or after their return is acceptable). However, in the open fields, it should be noted that the student was on leave. The goals from the previous period may be copied and pasted into the new period, with a note about the leave. This will ensure that the date for the next review period is set appropriately in the system.
My unit says there are additional things that need to be included. Where do we put those?	Some academic units will require additional specific details. These details can be included in the final open field.
What is evaluated?	<p>The Progress Report will ask for information including:</p> <ul style="list-style-type: none"> • Coursework Completion or Status • Professional Development, Ethics & Additional Milestones • Thesis Proposal Progress (when applicable) • Research Ethics Approval (if applicable) • Research Progress • Three year doctoral requirement including Candidacy Exam (if applicable) • Anticipated Thesis Defence (if applicable) • Goals that have been met during the reporting period • An outline of goals for the next period • Whether the student is behind schedule, on schedule or ahead of schedule • Whether the student's progress is satisfactory or not. <p>Several items are optional to record, unless required by your unit:</p> <ul style="list-style-type: none"> • List Courses and the terms they were taken in



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	<ul style="list-style-type: none"> • Funding sources that are anticipated for the next year, or awards/scholarships that have been applied for: • Publications / Abstracts, etc
<p>What is the Procedure?</p>	<p>The first Progress report will be initiated by FGSR in the spring. Thereafter, reports will automatically recur based on the date set for the next review during the review process.</p> <p>The system is set up to tell you what is next in the process, but it will go like this:</p> <ol style="list-style-type: none"> 1. The Student should gather the required information (see previous question). 2. The form will auto populate some of the information based on the Student and Supervisor info (ie. Names). 3. The Student and Supervisor can complete the form during a regular meeting, or set up a special time to complete the form. During this meeting, the form will be completed by the student. Make sure to “SAVE” along the way! 4. After the meeting, the student hits “submit” and the form is sent to the supervisor to review. 5. Once the student and supervisor agree on the content, it is sent to the supervisory committee for sign off. 6. Any additional comments, requests for changes will need to be incorporated and approved. 7. After completion, the form is submitted to the student’s electronic file. A pdf copy is sent to the student and supervisor for their records too. 8. In the even of a incomplete form, or a rating of “In Need of Improvement” or “Unsatisfactory”, FGSR and/or the unit will follow up with the Supervisor and/or student as necessary.
<p>What are the consequences of late or non-submission?</p>	<p>In instances where a student and supervisor do not complete the Progress Report (annually at minimum), the student’s registration in subsequent terms will be restricted as a last resort and temporarily so as to determine a plan for completion. In these unlikely instances, FGSR will assist the student and supervisor in the completion of the requirement(s) and remove registration restrictions immediately.</p> <p>Note: both the student and supervisor(s) will receive reminders to complete the requirement(s) in advance of any deadlines, allowing for inquiries to assist or to set out an alternate completion deadline.</p>
<p>What do the Student Progress rating terms mean?</p>	<p>Satisfactory: Student meets or exceeds minimum expectations. Allow re-registration.</p> <p>In Need of Improvement: Some concerns. Student does not meet minimum expectations. If first “in need of improvement” assessment, then re-registration will be allowed but improvement is required. Please provide details regarding goals, timeline and next committee meeting date. If second consecutive “in need of improvement” assessment, then student will normally be withdrawn from their program. Please provide additional details as appropriate.</p> <p>Unsatisfactory: Student should normally be required to withdraw. Please provide additional details.</p>
<p>What happens if a student receives certain ratings?</p>	<p>If a student receives a “Satisfactory” rating, no further action is needed. The student can continue, register for subsequent terms, and continue to work towards the goals and milestones set together with the Supervisor.</p>



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	<p>A student who receives two (2) consecutive evaluations of “in need of improvement” or one (1) “unsatisfactory” rating will <i>normally</i> be required to withdraw from their program and FGSR on the recommendation of the Associate Chair (grad) within their academic department and/or the Department Chair to the Dean of FGSR.</p> <p>However, before any withdrawal, unsatisfactory evaluations will be reviewed by an Associate Dean in your academic unit, and by FGSR.</p> <p>Any first ratings of “in need of improvement” will be reviewed by an Associate Dean in your academic unit, and an action plan will be set, together with your supervisor, to help get a student back on track.</p>
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STUDENT SUPERVISOR GUIDELINES

What are the Supervisor-Student Guidelines?	All students registered in a thesis-based program are required to meet with their supervisor (assigned at admission or with an interim academic advisor or the graduate coordinator if one has not yet been assigned - see Timeline for the Appointment of Supervisors) to complete the Supervisor-Student Guidelines as soon as possible after registration in the first academic term but no later than the submission of the first Progress Report, which is due in FGSR within 12 months from the student’s program start date.
How is it completed?	The Supervisor(s) and the Student should review each of the points listed and check off each box to confirm that the items have been discussed and understood by the Supervisor(s) and the Student.
Who should fill out the SSG?	The Student-Supervisor Guidelines will need to be filled out by students beginning in the Winter 2022 term and thereafter. The ideal time to complete the form is once a student and supervisor have formed a supervisory relationship, and within the first year of their studies.
When should I fill out the form?	Ideally, this document should be completed prior to the commencement of any research, and as soon as possible after registration in the first academic term but no later than the submission of the first Progress Report, which is due in FGSR within 12 months from the student’s program start date.
Where can I find the form?	<p>Currently, FGSR will initiate the Student Supervisor process for all Supervisor-Student pairings, as noted on the Appointment of Supervisor(s) & Supervisory Committee form, which is submitted by the academic unit to FGSR.</p> <p>As a student, if your supervisor has been appointed already, and you are concerned that your form hasn’t been initiated yet, please email graddean@ualberta.ca, and we can look into it.</p>



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<p>What are the benefits of the SSG?</p>	<ul style="list-style-type: none"> ● Transparency and accountability for Students and Supervisors ● Standardized mechanism to govern the supervisor-student academic relationship ● Clarity for Students ● Guidance for Supervisors ● It initiates, promotes, and sustains a positive, professional, and ultimately successful supervisor-student relationship.
<p>What happens if I change supervisors, but have filled out the form previously?</p>	<p>If there is a change in supervisor at any point in a student's program of study, the guidelines will be completed anew in accordance with the timeline noted.</p> <p>Please advise FGSR (graddean@ualberta.ca) of the change so that we can initiate the process as soon as possible.</p>
<p>What are the consequences of late or non-submission?</p>	<p>Completion of the guidelines is required. In instances where the Supervisor-Student Guidelines are not submitted within the first 12 months from the student's program start date, the student's registration in subsequent terms will be restricted as a last resort and temporarily so as to determine a plan for completion. In these unlikely instances, FGSR will assist the student and supervisor(s) in the completion of the guidelines and remove registration restrictions immediately.</p> <p>Note: both the student and supervisor(s) will receive reminders to complete the guidelines in advance of any deadlines, allowing for inquiries to assist or to set out an alternate completion deadline.</p>
<p>We filled out the Student-Supervisor Guidelines back in the first year, but now something has changed. What needs to be done?</p>	<p>If changes to the content of the Supervisor-Student Guidelines are made or required, these changes will be recorded on the student's Progress Report indicating both parties have discussed and mutually agreed to them.</p> <p>For a change in supervisor, please see above question.</p>
<p>What types of items are discussed in the Guidelines?</p>	<p>The Guidelines include topics such as:</p> <ul style="list-style-type: none"> ● General Roles and Responsibilities ● Meetings (including anticipated frequency, etc). ● Publication Expectations ● Intellectual Property, Academic Integrity, Research Ethics and Ethical Conduct ● Outlining Timelines and Completion ● Funding Agreements and details ● Safety Policies ● Confidentiality Policies ● Professional Development
<p>What if during the process questions or concerns are raised, or if I have more broad concerns?</p>	<p>If students or Supervisors have any questions or concerns regarding their graduate program or this form, advice may be sought from the Associate Chair (Graduate), Department Chair, the Office of the Student Ombuds, the Faculty of Graduate Studies and Research. Students may also consult with the Graduate Students' Association.</p>



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