

## Guidelines for Writing PhD Annual Progress Reports

May 30, 2021

The [Departmental Procedures for the SGS PhD Annual Progress Reports Policy](#) based on the [SGS General Regulation for Annual Progress Reports](#) has been revised recently and is available on the ECE website.

To be in good academic standing, PhD students must make continuous, satisfactory progress toward the completion of the degree, as well as comply with the General Regulations of the School of Graduate Studies. PhD students are responsible for submitting a complete *Annual Progress Report* to their PhD Advisory Committee once a year, detailing their progress since the last report, as well as their plans and objectives for the next year.

The objective of the PhD Annual Progress Reports policy is to provide students with the opportunity to report on their progress in moving through the degree requirements, elaborate their goals for the next year, enhance communication between the student, PhD Advisory Committee, and Graduate Coordinator, and discuss obstacles which may have been impeding their progress so that remedies may be adopted. As such, when you log in to the portal to enter your PhD annual Progress report, you will be asked to write the year in the program (1<sup>st</sup> year, 2<sup>nd</sup> year, etc.), dates of the Comprehensive Examination, Part I and II, your progress since the last report, specific goals for the next year, and any comments or concerns you might have.

The annual progress report will allow you to articulate some of the key questions your research is trying to address and pose questions as to what remains to be done. Although your PhD Advisory Committee has access to your last year report, you are advised to include an opening remark in one or two paragraphs, in the section on your progress, on the scope and purpose of your research to put your research into the context, as to what exactly your research is all about, and the research questions that are to be addressed. Then, for each aspect of your research, describe the goals of the research and the progress towards research milestones, and comment on your achievements. Describe the experimental/analytical/simulation approaches to your research.

Avoid using just a series of bulleted items that you have done with no information on how they are related to each other within the scope of your research. Instead, consider using running text, and write as much information as required to clearly describe your progress in research activities, articles accepted, published, or under review, conference presentations and attendance, thesis writing, invention disclosure filed, patent pending or issued, collaborative efforts within and outside your group, internship, awards received, coursework taken, TA activities, mentorship, summer school, exchanges, fieldwork, attendance in the Departmental and School of Graduate Studies events, and comments on the frequency of meetings with your supervisor(s) to discuss your research and progress, among others.

Outline your objectives for the next year in detail with timelines, including a proposed timeline for completion of your degree. Pose questions to be answered, explore your options, and project the expected results.