



UNIVERSITY OF  
CALGARY

Faculty of Graduate Studies (FGS)

## **Completing a Student's Annual Progress Report**

**For Graduate Program Directors**

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# Introduction

## About



The Annual Progress Report (APR) is a tool to track a student's progress in program. It is an opportunity to document their achievements from the previous year and set goals for the upcoming year. All 'active' thesis-based graduate students registered during the Winter term will be required to submit the Annual Progress Report annually online.

The APR is initiated on May 1 each year, and requires sequential completion by the:

1. Student
2. Supervisor
3. Graduate Program Director

## Important Reminders



### Notifications:

Graduate Program Directors will receive email notifications when:

- The Annual Progress Reports process is initiated and reports become available to students.
- A report is assigned for review as the student's Graduate Program Director.
- A report is returned to you for revision by a Faculty of Graduate Studies Associate Dean.
- A report has been sitting with you for 10 days without being reviewed.

### Unactioned Reports

- Annual Progress Reports that are not actioned by the reviewer's deadline will automatically be reassigned to the next user
  - Deadline for Students: **May 15**
  - Deadline for Supervisors: **May 30**
  - Deadline for Graduate Program Directors: **June 30**
- If a report in your list is reassigned, you can request that the next user push the report back to you in order to complete it.

### Unsatisfactory Reports

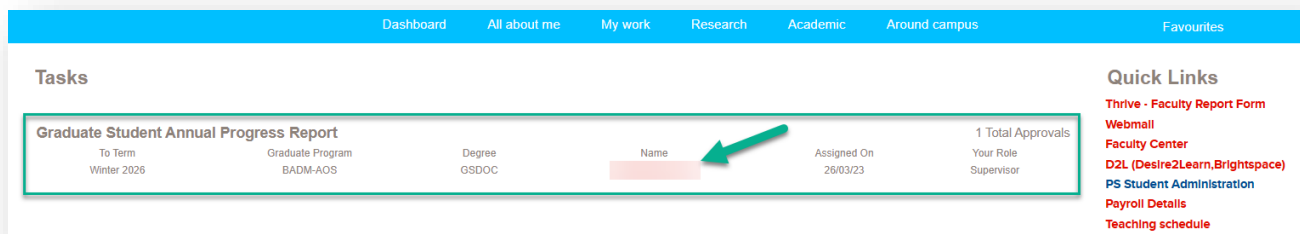
- If you mark a report as having Unsatisfactory progress, it will be assigned to an Associate Dean in the Faculty of Graduate Studies for review.

# Accessing the Annual Progress Report

1. Log into the my.ucalgary.ca portal. The link in the notification email will also take you to this site.

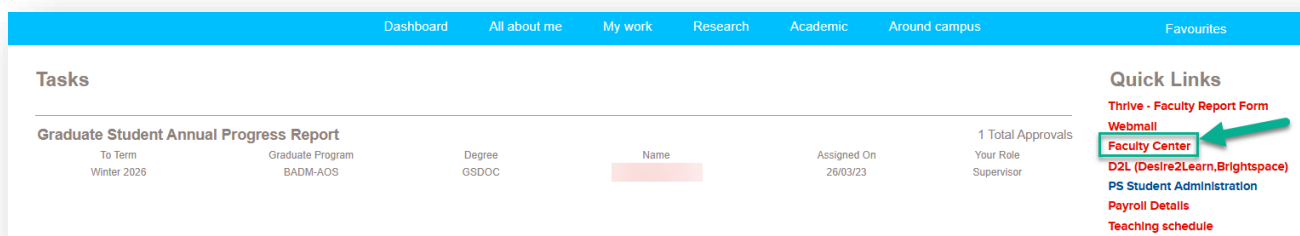
## Through the Task List

2. In the *Tasks* section of your portal, the **Graduate Student Annual Progress Report** section will appear when a report is assigned to you for review. Click on the name of the student to open their report.

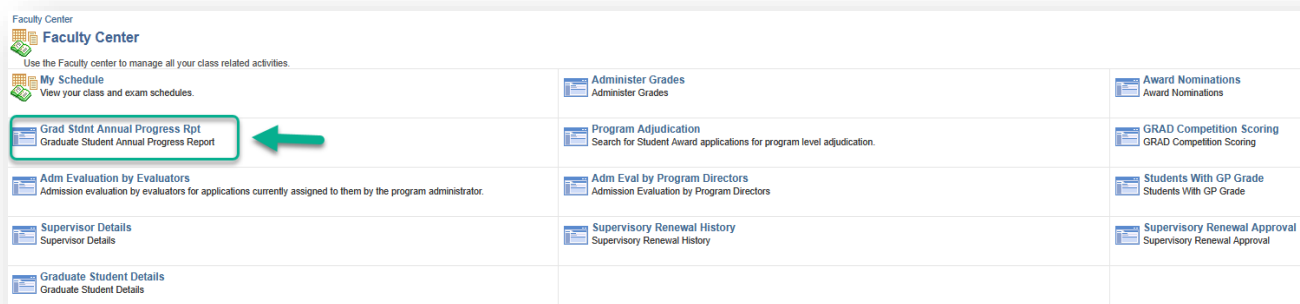


## Through the Faculty Center

3. Under the Quick Links or Academic heading click [Faculty Centre](#)



4. Click the **Grad Stdnr Annual Progress Rpt** link.



5. Select the applicable student from the list of reports assigned to you.

Click to access report	To Term	Assigned On	Status
	Winter 2026	26/03/23 3:21PM	Supervisor

## Complete the Annual Progress Report



Note: It is important to save your work regularly, as this page will time out after 15 minutes, even if you are typing comments during that time.

SUBMIT      RETURN TO SUPERVISOR FOR REVISION

SAVE      RETURN TO SEARCH      VIEW STATUS HISTORY

### Review the Student's Achievements and Self-Evaluation

1. Review the Student's plans for upcoming year from previous progress report. This information is retrieved from the previous progress report and cannot be edited.
2. Review the Student's Achievements. Students will be asked to comment on their achievements in the areas of:
  - Other Funding held during this Reporting Period
  - Research
  - Publications
  - Conferences
  - Teaching
  - Report on the Current Year's Plan for Professional Development
  - Plans for Upcoming Year
  - Please for Professional Development for Upcoming Year
3. Review the Student's Self-Evaluation. This evaluation allows the student, supervisor and co-supervisor (if applicable) to clearly see if their expectations and understanding are aligned. Students will be asked to rate themselves in the following areas:
  - Course Work
  - Research
  - Teaching
  - Progress

### Review the Supervisor's Evaluation

4. Review the Supervisor's Evaluation of the Student. The Supervisor will be asked to comment on the areas of:
- Course Work
  - Research
  - Progress
  - Ethics Approval
  - Funding
  - Committee Meetings
  - Professional Development
  - Successes
  - If there are concerns about the student's progress, they should provide an action plan



**Note:** If the student has a co-supervisor, the supervisor will be completing the form in collaboration with them. If their comments do not reflect their joint assessment, the supervisor will provide an explanation.

### Complete the Graduate Program Director Evaluation

5. Mark the *Satisfactory* or *Unsatisfactory* button.

▼ Graduate Program Director Evaluation of Student Progress

Evaluation:  Satisfactory, no action required  
 Unsatisfactory

Note, if unsatisfactory, outline the action plan that will be followed. This plan is forwarded to the FGS Associate Dean for review and approval and text will be included in the student's next annual progress report.

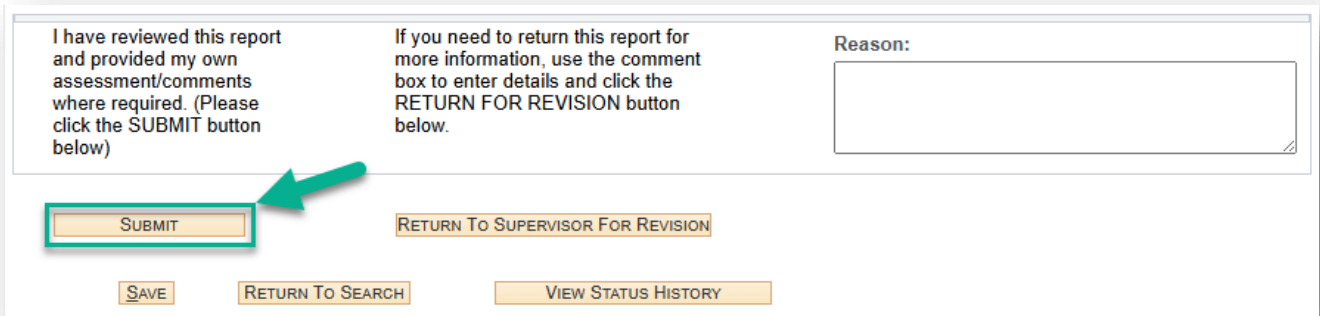
Comments/Action Plan (Visible to All):

6. If the report is marked Unsatisfactory, enter an action plan in the Comments box.



**Note:** If, for any reason, you are assessing a student's progress as unsatisfactory, you are required to detail an 'action plan'. This will be shared to all users, including the student, as part of the current, and next year's APR. It is recommended you detail clear and practical tasks and supports that will be made available to set the student up for success. If you wish to share additional context, you can contact the Associate Dean, student experience, in FGS.

7. Click the **Submit** button to submit the report. You will see a pop-up to confirm that you wish to submit the report.



I have reviewed this report and provided my own assessment/comments where required. (Please click the SUBMIT button below)

If you need to return this report for more information, use the comment box to enter details and click the RETURN FOR REVISION button below.

Reason:

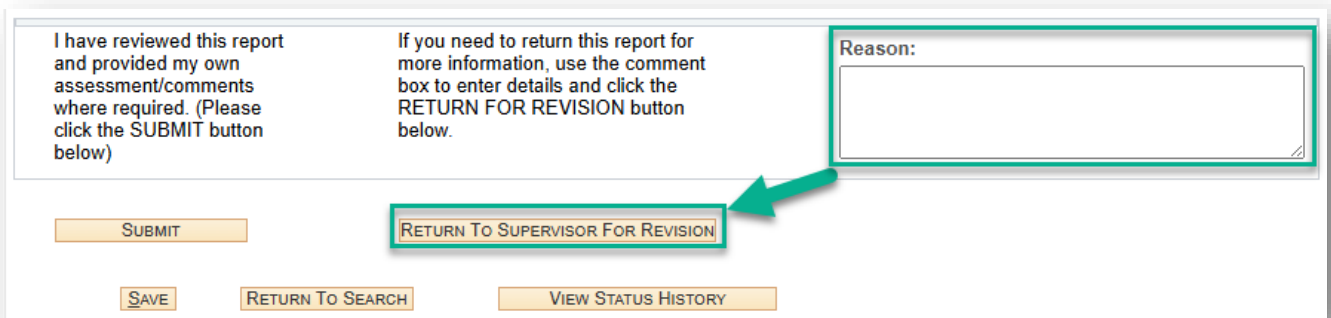
**SUBMIT**      RETURN TO SUPERVISOR FOR REVISION

SAVE      RETURN TO SEARCH      VIEW STATUS HISTORY

A green arrow points to the SUBMIT button.

### Return the Report to the Supervisor for Revision

8. The report may be returned to the supervisor for revision if necessary. Explain the revisions that need to be made in the *Reason* field. Then click the **Return to Supervisor for Revision** button.



I have reviewed this report and provided my own assessment/comments where required. (Please click the SUBMIT button below)

If you need to return this report for more information, use the comment box to enter details and click the RETURN FOR REVISION button below.

Reason:

SUBMIT      **RETURN TO SUPERVISOR FOR REVISION**

SAVE      RETURN TO SEARCH      VIEW STATUS HISTORY

A green arrow points to the RETURN TO SUPERVISOR FOR REVISION button.



**Note:** You may also use the '**Return to Supervisor for Revision**' button when the APR is submitted due to the supervisor's inaction by the deadline.

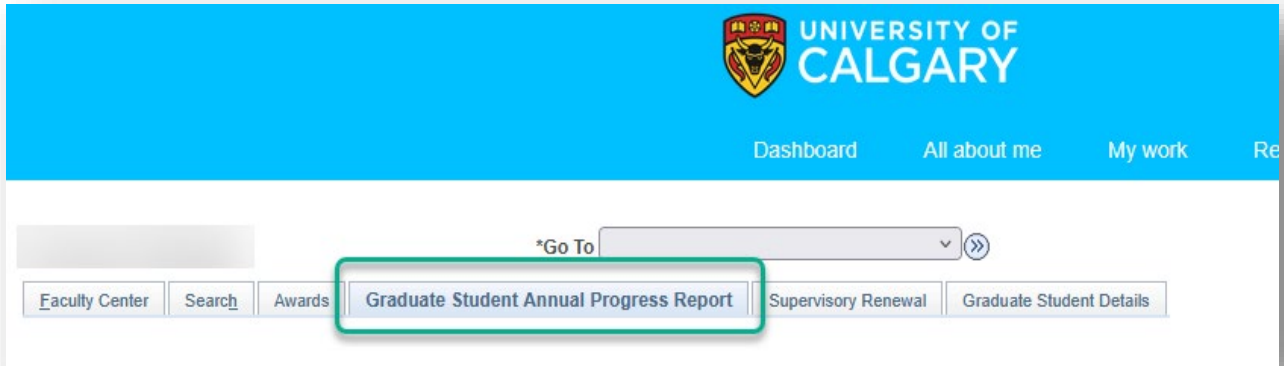
As the GPD, you will not be able to return the report directly to the student. Instead, return the report to the supervisor, asking them to return it to the student.

# Viewing Previously Assigned Reports

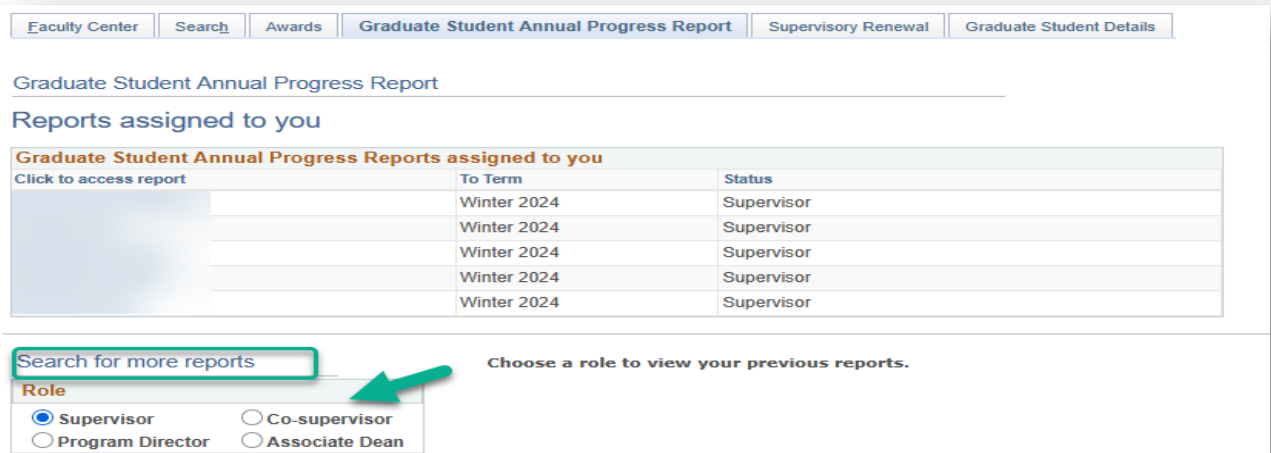


**Note:** Graduate Program Directors can use the search options to view reports previously assigned to them; for instance, to confirm if the student has acknowledged the report.


1. Navigate to Faculty Centre > Graduate Student Annual Progress Report




2. In the Search for more reports section, select the role you held in the APR review process.



3. If you would like to view reports that meet a more restricted set of criteria, you can apply any, or all of the following filters:

Field	
Student EmplID	Enter the UCID number of a specific student, if you would like to see only their reports
To Term	Click the  icon, to see a list of options. Select the Winter term before the APR was completed.

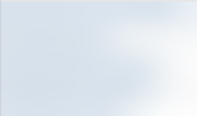




Acad Prog	Enter <b>GSMTH</b> to view reports for Master’s students. Enter <b>GSDOC</b> to view reports for Doctoral Students.
Acad Plan	Enter the 3 or 4 character code associated with the student’s graduate program. If you are unsure of the code, click the  icon, to see a list of codes with their full name
Student Name	Enter the name of the student
Status	Select a status from the drop down list to see reports that are in a specific stage of the review process
Satisfactory	Select “Unsatisfactory” to see reports for students where there were concerns about their progress.

Faculty Center Search Awards **Graduate Student Annual Progress Report** Supervisory Renewal Graduate Student Details

Graduate Student Annual Progress Report

Reports assigned to you

**Graduate Student Annual Progress Reports assigned to you**

Click to access report	To Term	Status
	Winter 2024	Supervisor
	Winter 2024	Supervisor
	Winter 2024	Supervisor
	Winter 2024	Supervisor
	Winter 2024	Supervisor


Search for more reports


Choose a role to view your previous reports.


Role

Supervisor     Co-supervisor  
 Program Director     Associate Dean

Student EmplID:

To Term:  


Acad Prog:  

Acad Plan:  

Student Name:

Status:

Satisfactory:

 Go to top

- Based on the search criteria entered the student(s) will display. Click on the name of the student whose report you would like to review (for POPA reasons some information has been removed).

Search for more reports Choose a role to view your previous reports.

**Role**

Supervisor       Co-supervisor  
 Program Director       Associate Dean

Student EmplID:

To Term:

Acad Prog:

Acad Plan:

Student Name:

Status:

Satisfactory:

**Reports previously assigned to you as supervisor**

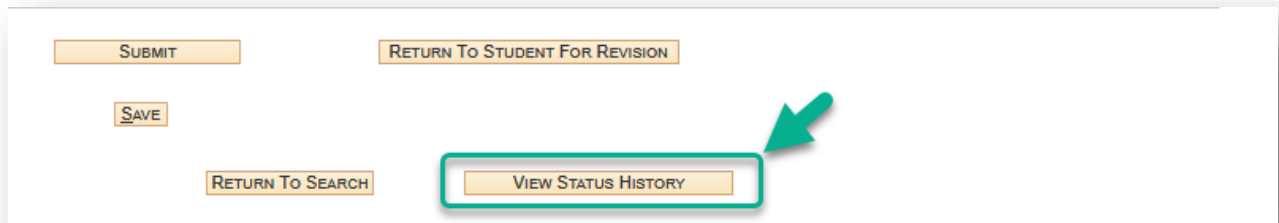
Click to access report	To Term	Acad Prog	Acad Plan	Status	Satisfactory
	Winter 2023	GSMTH			
	Winter 2023	GSMTH			
	Winter 2023	GSMTH			
	Winter 2023	GSMTH			

# View Status Report History



**Note:** The Status History is used to track the report history. Open the report for which you would like to view the Status History, using the steps for [Accessing the Annual Progress Report](#).

1. Scroll to the bottom of the Annual Progress Report and click **View Status History**.



2. The Status History shows the progression of the student's Annual Progress Report through the various stages. The APR is completed in sequential steps starting with the student. Under the "Assigned to" heading, it will show the name of the individual responsible for completing that step. The "Assigned on" heading shows when the Annual Progress Report moved to that new status, which is also when the previous step was completed. The APR action heading lists the action that the individual took to move the report to the next status (Submit, Return to Student, reassign, etc). The "Reason" heading shows the reason why an action was performed, for example why a report was returned to an individual.

**Graduate Student Annual Progress Report Status History**

Name: [Redacted] Empl ID: [Redacted] Institution: UCALG Status: Graduate Program Director  
SeqNum: 3 From Term: Spring 2017 To Term: Winter 2018 Career: Graduate

Status	Assigned to	Assigned on	APR action	Reason
1 Student	[Redacted]	2018/05/01 10:05AM	Submit	
2 Supervisor	[Redacted]	2018/05/15 12:23AM	Submit	
3 Graduate Program Director	[Redacted]	2018/08/29 10:55AM	[Redacted]	

[Return to report](#)

End of Procedure.