Faculty of Graduate Studies (FGS)

# Annual Progress Report

# Supervisor/Co-supervisor

Created: April 2025

# Contents

# Introduction

## About

All 'active' thesis-based graduate students registered during the Winter term will be required to submit the Annual Progress Report annually online.

## Important Reminders

Supervisors/Co-Supervisors will receive email notifications:
- Advising that the Annual Progress Reports process has commenced, and reports are available to students
- When there are reports ready for evaluation
- Reminder notifications when reports have not been complete
- When the report has been returned for revision by the Graduate Program Director
- When the supervisor/co-supervisor has been assigned as a designate supervisor/co-supervisor as the student does not currently have a clearly indicated supervisor/co-supervisor on record

**Incomplete Annual Progress Reports will be reassigned to the next user in the workflow after 15 days.** In such cases supervisors/co-supervisors can request the next user in the workflow to return the APR to them for completion.

## Note

The Graduate Student Annual Progress Report is completed sequentially by the:
- student
- supervisor
- co-supervisor (if applicable)
- Graduate Program Director

Supervisors/co-supervisors will view and complete their portion of the report through the Faculty Centre.

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# Accessing the annual Progress Report

There are 4 options for accessing the Annual Progress Report.

## Option 1: Through the link in an email notification
- Click the link in the email notification indicating there are reports available to review
- Log into the my.ucalgary.ca portal.  Enter your Username and Password, then click **Sign in**.



## Option 2: Copy and Paste the emailed link into your browser
- From the email indicating there are reports available to review, copy the link for the report
- Paste the link into the browser of your choice
- Log into the my.ucalgary.ca portal. Enter your Username and Password, then click **Sign in**

## Option 3: Through the Tasks section of the my.ucalgary.ca portal
- Log in to the my.ucalgary.ca portal.  Enter your Username and Password and sign in.
- When logged into the my.ucalgary.ca portal the **Dashboard** displays the Graduate Students Annual Progress Report on **Tasks** after a student submits their Annual Progress Report for review and approval. Click on the **name of the student** and you will navigate directly to their Annual Progress Report.

## Option 4: Directly through the Faculty Center

- Log in to the my.ucalgary.ca portal
- Under the **Quick Links** or **Academic** heading click **Faculty Centre**

- Click the **Grad Stdnt Annual Progress Rpt** (Graduate Student Annual Progress Report) link.
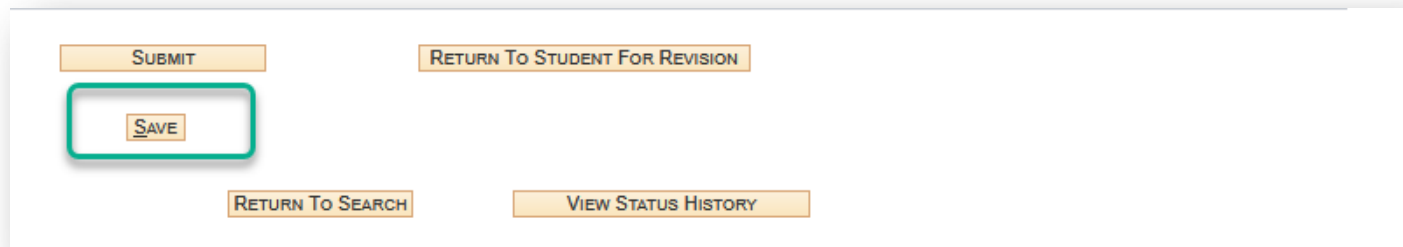


- Select the applicable student from the list of reports assigned to you:

# Complete the Annual Progress Report

For this example, the next steps will be from the Faculty Centre. Click on one of the reports assigned to you.

**NOTE:** It is important to **Save** your work often, as there is a time out feature of **15 minutes** where any unsaved work will be lost.



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
   - Plans 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
   - Is Student Meeting Milestones
   - Research Ethics Approval
   - Completing the Checklist of Expectations with their supervisor
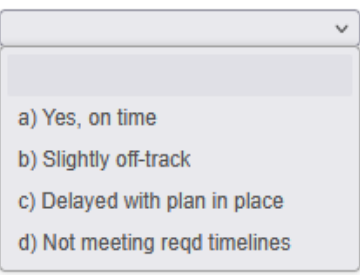
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4. Complete the **Supervisor Evaluation** section of the form.
   - Evaluate the student in the areas of Course Work, Research, Teaching, how the student is meeting milestones, Research Ethics Approval and whether a meeting has been held with the student to discuss and complete the checklist of expectations.
   - In the comment box, add any comments relating to Funding, Committee Meetings and Successes. If the student's progress is "Delayed" or "Not meeting required timelines", include an action plan in the comment box.

5. The report may be returned to the student for revision if necessary. Make sure to use the **Reason** field to provide a reason for returning the report for revision. Click the **Return to Student For Revision** button to return the report back to the student.
   **Note:** "You may also use the **'Return to Student for Revision'** button when the APR is submitted late due to the student's inaction by the deadline.



6. Click the **Save** button to save the report. You will receive confirmation the report has been saved. You can then return to the report and complete later or make updates.
7. Click the **Submit** button to submit the report. You will receive a message to confirm if you wish to submit the report. The report will be forwarded to the co-supervisor (if applicable) then to the Graduate Program Director for their evaluation.



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# Viewing Previously Assigned Reports

Supervisors and Co-Supervisors can use the search options to view reports previously assigned; for instance, to confirm if the student has acknowledged the report.

 Navigate to **Faculty Centre** > **Graduate Student Annual Progress Report**
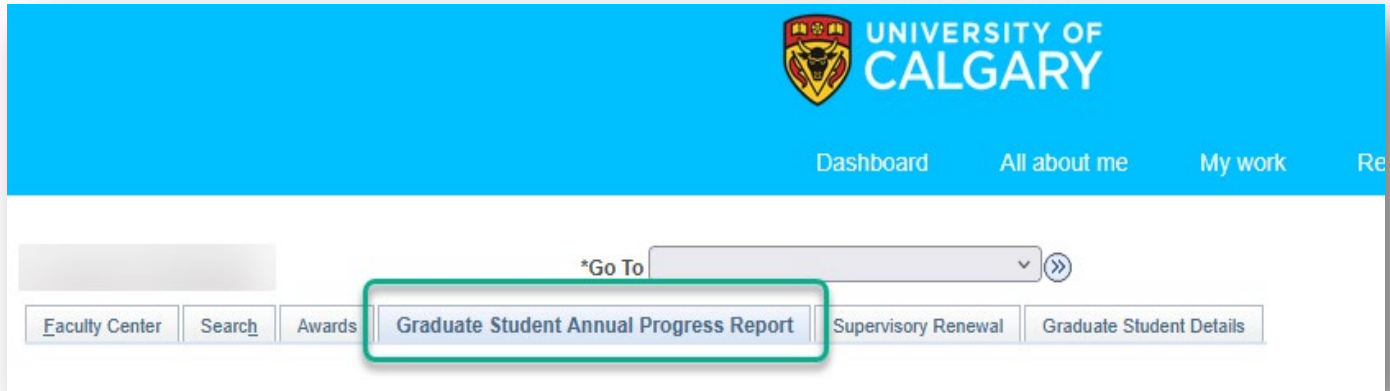


From Graduate Student Annual Progress Report in the Search for more reports section, select the applicable role. Additionally, you can search for the student-by-Student ID number and/or Student Name if you wish to view the report for a specific student:

If desired, you may also filter your search for a specific Term (e.g. 2231) by clicking on the **Look up tool**.



Or select an Academic Program, if desired (e.g. GSMTH):

Or select an Academic Plan, if desired (e.g. ARKY-AOS). You may enter the first letters of the Academic Plan and click **Look up**:



Or select **Status**, if desired (e.g. Completed):

Or select **Satisfactory** or **Unsatisfactory,** if desired (e.g. Unsatisfactory). When completed with your desired search criteria, press **Search**:



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 FOIP reasons some information has been removed).

# Printing the Annual Progress Report

If desired you can print the Annual Progress report, click the **Print** button in the upper right corner of the report.



The printable version (.pdf) will open in a new tab of your browser. Click the **printer icon** to print the file.



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The Report Data will display in .pdf format (not entirely displayed).

**UNIVERSITY OF CALGARY**
**FACULTY OF GRADUATE STUDIES**

## Graduate Student Annual Progress Report
Printed on: April 15, 2025

Name: ▓▓▓▓▓▓▓▓▓▓    Emplid: ▓▓▓▓▓▓

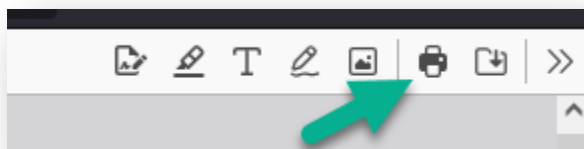From - To Term: Spring 2023 - Winter 2024

| Address: | Phone: ▓▓▓▓▓▓ |
| ▓▓▓▓▓▓ | Email: |

| Citizenship Status: ▓▓▓▓▓ | |

| Degree Program: | PHD-DEG Doctor of Philosophy |
| Academic Program: | GSDOC Graduate Studies Doctoral |
| Area of Study: | ENGO-AOS Geomatics Engineering |
| Anniversary Month: | May |
| Academic Load: | Full-Time |
| Year in Program: | 3 |
| Supervisor / Interim Advisor: | ▓▓▓▓▓▓▓▓ |
| Co-supervisor | |

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# View Status Report History

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.

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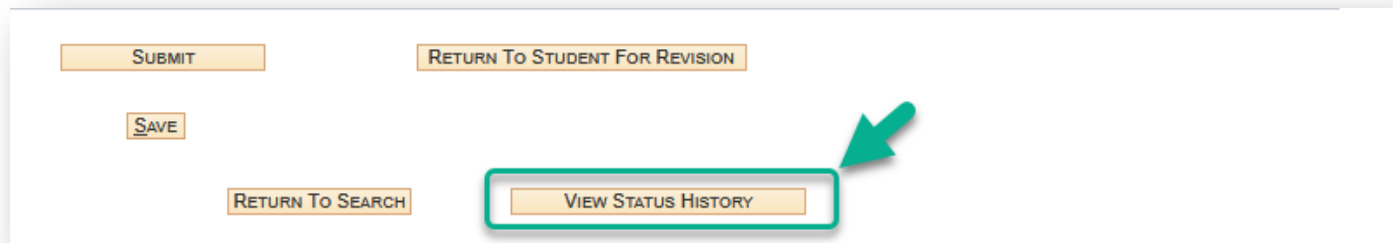


The Status History shows the progression of the student's Annual Progress Report through the various stages. The APR is completed in sequential steps starting with the student. Under the "Assigned to" heading, it will show the name of the individual responsible for completing that step. The "Assigned 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.



End of Procedure.