



UNIVERSITY OF
CALGARY

Faculty of Graduate Studies (FGS)

Completing a Student's Annual Progress Report

For Supervisors

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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:

Supervisors 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 supervisor.
- A report is assigned for review as a designate for a student who does not have a permanent supervisor.
- A report is returned to you for revision by the Graduate Program Director.
- A report has been sitting with you for 10 days without being reviewed.

Students with Co-Supervisors

- The Annual Progress Report will not flow to the Co-supervisor for completion. Instead the primary supervisor is expected to discuss the student's progress with the co-supervisor and enter comments on the co-supervisor's behalf.

Unactioned Reports

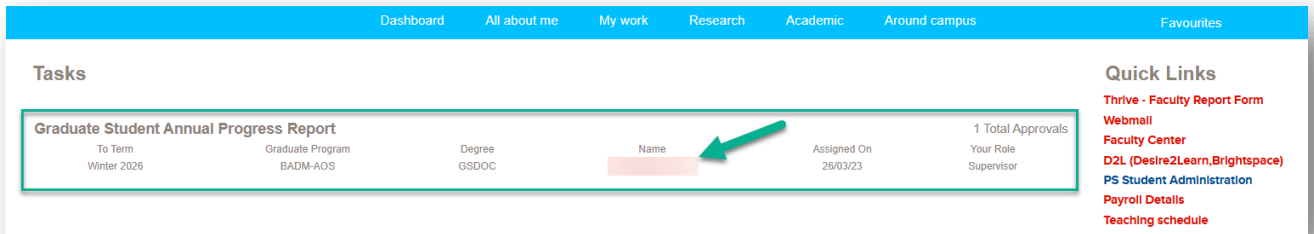
- Annual Progress Reports that are no actioned by the reviewer's deadline will automatically be reassigned to the next user
 - Deadline for Students: **May 15**
 - Deadline for Supervisors: **May 30**
 - Deadline for Graduate Program Directors: **June 30**
- If a report in your list is reassigned, you can request that the next user push the report back to you in order to complete it.

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.

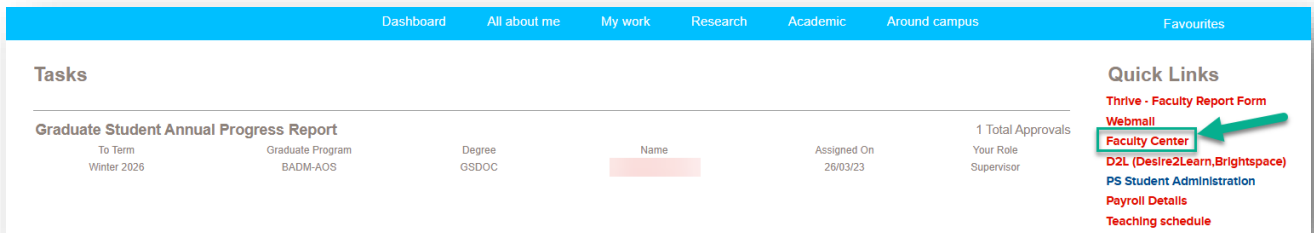
Through the Task List

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.

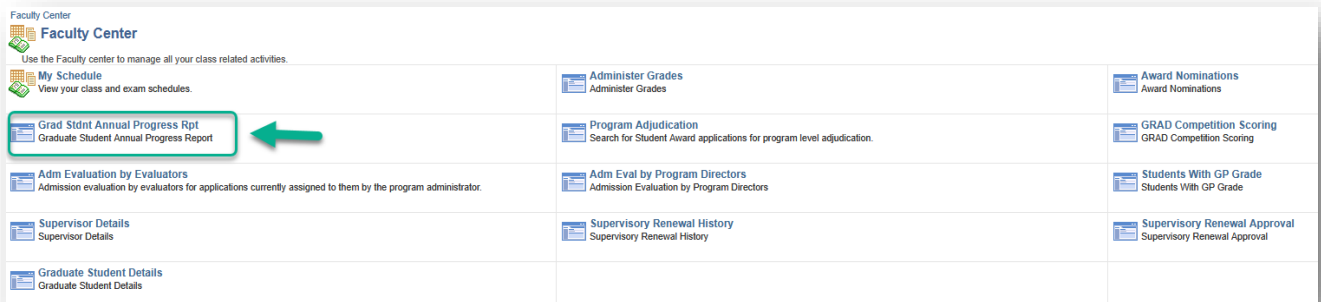


Through the Faculty Center

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



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



- 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.

Review the Student's Achievements and Self-Evaluation

- 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.
- 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
- 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

Complete the Supervisor Evaluation

4. Complete the **Supervisor Evaluation** section of the form.
 - a. Rate the student in the areas of Course Work, Research, Teaching, and progress. Indicate the status of the student’s Ethics Approval, and whether certain meetings/discussions have occurred.

Supervisor Evaluation

Course Work: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Research: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Is student meeting milestones:

Ethics approval is needed before animal or human participant data collection can begin. We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program. No Yes Not Applicable

I have met with my student to discuss and complete the checklist of expectations: No Yes

I have met with my student to discuss career options and developed a Professional Development Plan. No Yes

- b. For students who have a co-supervisor, supervisors are asked to confirm they have discussed this report with the co-supervisor and comments and ratings represent their joint assessment. In cases where this is not possible, you will need to add a comment/reason.

I confirm that I have collaborated with the co-supervisor and that the comments and status assigned herein reflect our joint assessment of the student’s progress. If you select 'No', please provide a brief explanation. No Yes

- c. 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.

Comment on Student Funding, Committee Meetings, Professional Development, and Successes. If delayed or unsatisfactory, detail your action plan.



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.

5. 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 STUDENT FOR REVISION

SAVE RETURN TO SEARCH VIEW STATUS HISTORY

Return the Report to the Student for Revision

6. The report may be returned to the student for revision if necessary. Explain the revisions that need to be made in the *Reason* field. Then click the **Return to Student 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 STUDENT FOR REVISION**

SAVE RETURN TO SEARCH VIEW STATUS HISTORY



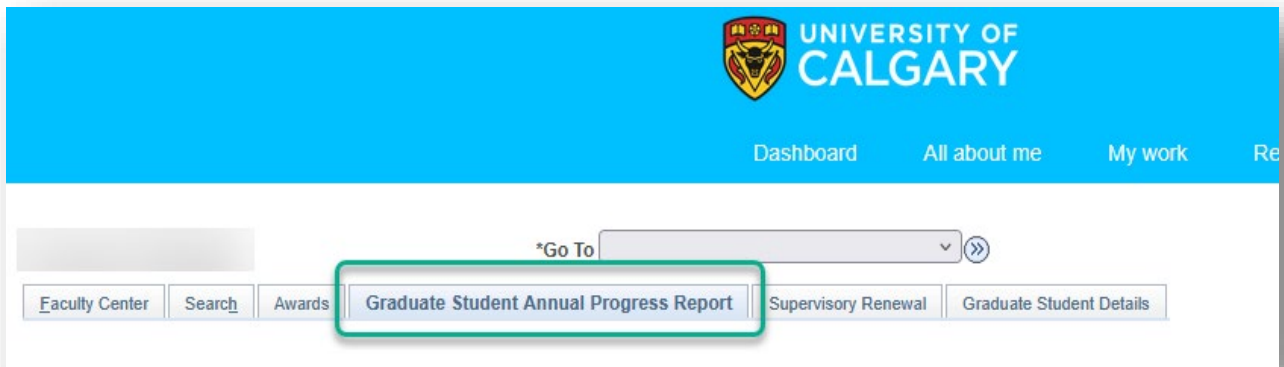
Note: You may also use the 'Return to Student for Revision' button when the APR is submitted due to the student's inaction by the deadline.

Viewing Previously Assigned Reports

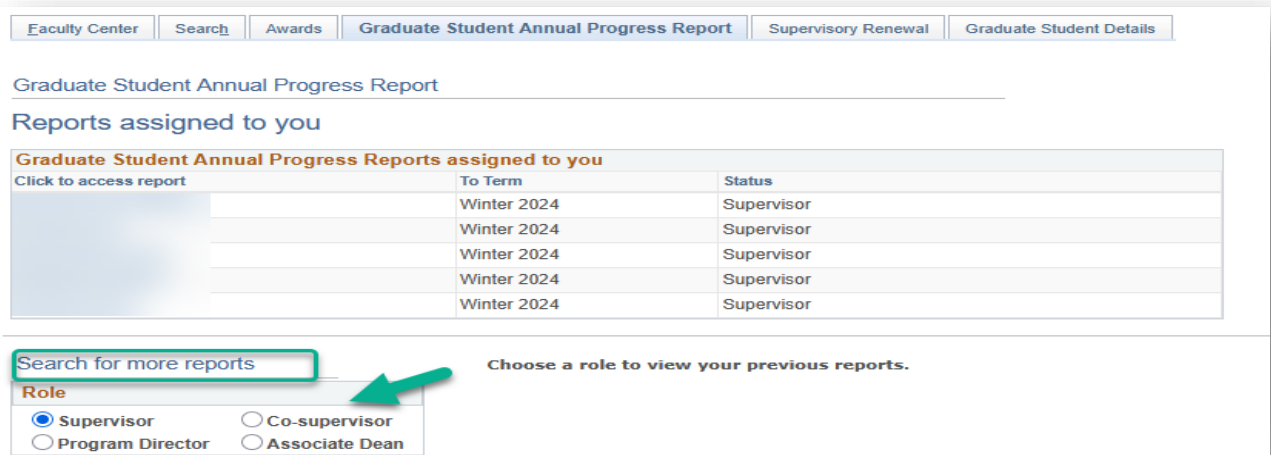


Note: Supervisors can use the search options to view reports previously assigned to them; for instance, to confirm if the student has acknowledged the report.


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.

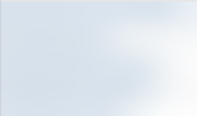




Acad Prog	Enter GSMTH to view reports for Master’s students. Enter GSDOC to view reports for Doctoral Students.
Acad Plan	Enter the 3 or 4 character code associated with the student’s graduate program. If you are unsure of the code, click the  icon, to see a list of codes with their full name
Student 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

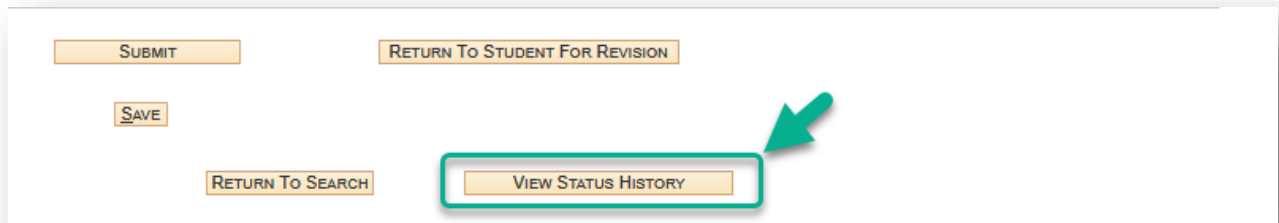
Click to access report	To Term	Acad Prog	Acad Plan	Status	Satisfactory
	Winter 2023	GSMTH			
	Winter 2023	GSMTH			
	Winter 2023	GSMTH			
	Winter 2023	GSMTH			

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.