**Project Follow-up and Assessment**

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| *Research Project Title:* |  |
| *Research Student Name:* |  |
| *Targeted Degree:* |  |
| *Original Enrolment Date:* |  |
| *Expected End Date:* |  |

This project sheet is a formative evaluation of the work in progress designed to give an overview of the Research Student’s advancement, namely in terms of meeting deadlines and the dissertation writing process. The maximum length of this project sheet is three pages, excluding appendices. The frequency of assessments is left to the discretion of the parties involved (every 4 months, 1 year, other).

The goals of this follow-up and assessment are to:

Maximize the project’s chances of success;

Inform the Research Student of the corrections to be made (if necessary);

Reevaluate attendance/consistency in relation to the set goals;

Reduce the duration of studies;

Manage the research project adequately.

The Research Student is responsible for completing this document and submitting it to the Research Supervisor according to the frequency agreed upon at the signature of the Success Plan.

# Perception of Project Advancement (self-evaluation)

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| --- | --- |
| *Number of hours devoted to the project since the last follow-up:* | \_\_\_\_ hours |
| *Evaluation of consistency (0 to 5):* |  |
| *Evaluation of scientific or technical accomplishments (0 to 5):* |  |
| *Evaluation of scientific publications, dissertations or papers (0 to 5):* |  |
| *Evaluation of activities related to fund-raising (0 to 5):* |  |
| *Evaluation of autonomy, leadership and initiative (0 to 5):* |  |
| *Evaluation of teamwork (0 to 5):* |  |
| ***Global*** *evaluation of work since the last follow-up (0 to 5):* |  |

# Summary of Accomplishments for this Session (attended courses, papers, research…)

The accomplishments are:

* Accomplishment 1
* Accomplishment 2
* Etc.

# Evaluation of Achievement of Session Goals (1/2- 1 page max)

The following goals have been achieved:

1. Goal 1, XX%
2. Goal 2, XX%
3. Etc…

The following goals have not been achieved:

1. Goal 1
2. Goal 2
3. Etc…

# Goals for Next Session

Short-term goals are:

1. Goal 1
2. Goal 2
3. Etc…

# Evaluation Report from Supervisor

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| Proven Skills (writing, autonomy, leadership, initiative, team work, judgment, creativity, etc.):  Strengths:  Weaknesses (to be improved):  Schedule (compliance):  Deliverables (dissertations, articles, analyses, grant applications, etc.):  Overall Assessment: Excellent ❒, Very good ❒, Good ❒ Average ❒, Insufficient ❒ |

# Revised Schedule

The schedule is established at the beginning of the research project and revised after each follow-up meeting. The revised schedules are attached to this document (appendices). The new schedule is added to the last one (which is not deleted) in order to evaluate the progress of the project. The Dean of Studies webpage includes an Ms Project template at the disposal of the Research Student. Please note that this template is compatible with any software.

Once the file has been completed by both parties, a follow-up meeting takes place and the file is sent back to the Research Student. It is then saved with the date of creation included in the title, and converted into a PDF file including the revised schedule (if applicable). It is sent to the Research Supervisor and kept by the Research Student along with subsequent versions of this report.