

Student Annual Progress Report
PhD in Management

INSTRUCTIONS

- Step 1.** Fill in STUDENT INFORMATION and complete the STUDENT’S REPORT.
- Step 2.** Arrange a meeting with your supervisor to review progress made this year.
- Step 3.** Have your supervisor complete and sign the SUPERVISOR’S REPORT.
- Step 4.** Submit form to the Sprott PhD Progress Hub in Brightspace no later than **11:59pm on Sunday, June 22, 2025.**
- Step 5.** Schedule a meeting with Prof. Stelios Zyglidopoulos via the Sprott PhD Progress Hub to review the annual progress report.

***Important:** Please note the following from the Graduate Studies General Regulations: “In the event that progress is deemed unsatisfactory, the program director or equivalent may recommend to the Vice Provost (Graduate Studies) that the student be required to withdraw.” (11.5 Doctoral Progress Reporting)*

STUDENT INFORMATION

Name: _____ Student Number: _____

Supervisor: _____ Research Area: _____

Program Status: Full-time student Part-time student

Sprott website profile completed: Yes No ORCID: Yes No

Term of Report: _____ Term of First Enrollment: _____

Terms since initial registration: _____

As of most recently completed term. (Ex. If the most recently completed term is Winter 2025, a student with an admit term of Fall 2023 who has not taken any official Leave would declare 5 terms since initial registration.)

Time limit to complete graduate degree: _____

Your time limit can be found by reviewing your audit in Carleton Central. The format is YYYYTT, with ‘TT’ representing the Term. (Ex. A time limit of 202610 is Winter 2026; 202620 is Summer 2026; and 202630 is Fall 2026.)

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STUDENT'S REPORT

SECTION 1. Program Requirements & Milestones

1A. Course Work

The program requirements for the PhD in Management consist of 4.5 credits of coursework (9 courses) to be completed within 2 years for full-time students, or within 4 years for part-time students.

How many courses have you successfully completed to date, with a B- minimum? _____

Note: only list courses contributing to the PhD in Management program requirements.

How many courses do you have left to complete? _____

Which coursework program requirements remain to be completed?

1. Research and Analysis Methods (1.5 credits)
2. Two-course sequence seminar in Functional Areas of Business (1.0 credits)
3. Seminar in Functional Areas of Business (0.5 credits)
4. Approved Free Electives (1.5 credits)

None. All coursework requirements have been satisfied

Not sure

1B. Research Seminar Participation

Note: External business seminars may count towards this requirement, subject to approval by the program director.

Have you attended 15 or more seminars in the Sprott School of Business' research seminar series? Yes No

If not, have you been regularly attending seminars to meet this requirement? Yes No

1C. Teaching Certificate

The teaching certificate requirement should be completed in either the 2nd or 3rd year of the program.

Have you successfully completed a teaching certificate? Yes No

1D. Comprehensive Exam

The Comprehensive Examination should be completed within 8 terms full-time or 16 terms part-time of initial registration.

Have you completed the comprehensive examination?

Yes Term of completion: _____

No Anticipated term of completion: _____

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1E. Thesis Proposal

The thesis proposal should be completed within 10 terms full-time or 20 terms part-time of initial registration.

Have you completed the thesis proposal?

Yes Term of completion: _____

No Anticipated term of completion: _____

1F. Thesis

The thesis should be defended within 6 years full-time and 9 years part-time of initial registration.

Anticipated term of thesis defence/graduation: _____

Thesis topic/title: _____

1G. Progress made in the past year:

1H. Progress goals for the year to come:

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SECTION 2. Student Research Contributions

Students are strongly encouraged to publish articles and to attend and present at conferences beyond their regular studies. Please list all research contributions (including forthcoming) from the past 5 years. Please use APA style.

Refereed journal publications:

Please include all publications submitted and their current status. Indicate those that have been accepted.

Refereed conference proceedings:

Please include all conference proceedings submitted and their current status. Indicate those that have been accepted.

Conferences participated in:

Please provide name, location, date of the conference and your role (paper presenter, session chair, reviewer, etc.)

Other scholarly activities:

Examples include: non-refereed journals, book chapters, technical reports, journal editorial and organizational responsibilities (reviewer for journal article submission), etc.

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SECTION 3. Student Professional Activities

Students are strongly encouraged to engage in professional activities in the academic sphere beyond their regular studies. Please list all professional activities (including forthcoming) undertaken since first enrolling in the program.

Are you engaging in research activities as a member of a research team (co-author, research group membership)? If yes, please name and describe your role:

Examples include: member of a Research Centre; research assistant, researcher, or lead researcher on a research project or grant application.

Have you actively participated in academic or professional bodies such as ASAC, AoM, AIS, ACM, AIB, AMA, among others? If yes, please name and describe your role:

Examples include: member, reviewer for conference submissions, divisional officer or equivalent, executive/organising committee member.

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SUPERVISOR'S REPORT

The supervisor is to fill in this section with the student and ensure the student is aware of their remarks if not fully satisfactory.

Taking into consideration the information provided in *SECTION 1. Program Requirements & Milestones*, is the student progressing at a satisfactory pace to complete the program within a reasonable timeframe? If not, how can the student improve their progress?

In addition to the student's response to 1H, are there any objectives the student should set in the coming year?

How frequently have the student and supervisor met in the past year? Has this been satisfactory for both parties?

SIGNATURES

Student Signature: _____ **Supervisor Signature:** _____

Date: _____

Date: _____