**Annual Review Document—PhD in International Conflict Management**

Updated 28 January 2025

The annual review process provides students with the opportunity to reflect on their progress made to date and to celebrate these accomplishments. It also helps advisors and students identify goals for the coming year.

Student Name:

Program Start Date:

Date of Submission:

Name of Dissertation Advisor if determined:

Name of GRA/GTA Advisor (if funded):

Chair form completed and submitted Y N Date submitted:

Once you have completed your file, please email it to the Office Manager, copying both the PhD Director, Dr Maia Hallward and your dissertation chair(s) in the -cc line.

DUE by 5 pm Monday, April 21, 2025

The INCM PhD program has several key milestones on the way to graduation. Please check the boxes below to indicate which of these you have already successfully completed and the date when you did so (month and year is okay). If you have not yet achieved this milestone, please identify when you expect to complete it.

 Date Completed Date Expected

\_\_\_\_ Comps 1 (Core)

\_ Comps 2 (for those pre-2018)

 Required coursework complete

 Proposal Defense

 Candidacy Status

 Dissertation Defense

Please fill out each of the following sections as a way of highlighting your achievements from the past year.

1. Precise course grades from all classes taken this past year **If you have advanced to candidacy**, you can simply note: Have reached Candidacy and no need to list classes
2. An updated Curriculum Vitae (CV) using the KSU template
3. A one-page Progress Report (details below)
4. GRA/GTA evaluations from supervisor (if funded)
5. Evidence of any Student Conduct and Academic Integrity violations
6. Course Grades for the past year this year:

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| Semester | Course Name/Number | Course Grade | Instructor |
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1. CV – please use the KSU CV template. You may not have something for every one of the categories, that’s OK. Please delete anything that is not relevant AND include everything that is relevant for your academic career at KSU. Feel free to attach your CV separately if you wish
2. The Progress Report should include a one-page reflective narrative written by the student discussing their achievements and progress over the last academic year. Each sub-section of the report should be **no more than 250 words in length. Please enter your answers directly below the prompts below. Do NOT append a separate file.**
	1. Research focus/Dissertation topic:
	2. Specific timeline for achieving any remaining major milestones in the program (e.g. completing courses, taking comps, defending proposal, submitting presentations and papers):
	3. Potential career path/Steps taken toward professional goals:
	4. Specific contributions made to the INCM Ph.D. program (this can include peer mentoring, attendance at programs, etc.):
	5. Learning accomplishments/outcomes (please be sure to include all of your conference presentations and submitted/published papers in appropriate citation format):
	6. Challenges faced and/or resources needed to achieve professional and academic goals, such as those identified in individual development plan (IDP)
3. GRA/GTA evaluations from supervisor from the past year. Advisors may choose to submit separate reports or may have submitted separate reports on your behalf. Below, please list your supervisor(s) for each year/semester and their contact information. If they are submitting evaluations directly to us, please note the name of your supervisor and that they will be submitting the report. Otherwise, attach evaluations here.
4. Evidence of any Student Conduct and Academic Integrity violations. Please write out the course, faculty member, and any actions taken. If none, just state “N/A”.

**Comments from Dissertation Chair** (if determined):

Based on my work with this student, I assess their performance this academic year as:

Unsatisfactory needs improvement satisfactory excellent

**For INCM Program Use**:

Overall, based on the materials submitted here, grades, and GRA/GTA/other evaluation the program assess the student’s performance for this year’s annual review:

Unsatisfactory needs improvement satisfactory excellent

Recommend for further funding: Yes No

**Comments**: