

## PhD Student Annual Progress Report

- Rules for reporting academic progress:
  - In the first term, new students will complete only the Course Selection Proposal form.
  - In every term but the first term, students must complete a term progress report or an annual progress report.
  - Annual progress report must be completed in winter term, starting in the second year onwards.
  - Academic progress must be demonstrated in each term until degree completion.
  - This form and attachments must be provided to the supervisory committee (SC) at least two weeks before the meeting date.
  - Deadline dates: Fall: December 31, Winter: April 30, Summer: August 31

### Part A: (To be completed by the student)

Student information	
Surname:	Given name(s):
Student number:	Email:
Entry term/year:	Academic session:

Supervisory committee	
Role	Name
Supervisor	
Committee member	
Committee member	
Committee member	

Annual meeting information		
Date:	Time:	Place:

Indicate what PhD program checkpoints you have satisfied.			
Checkpoints	Expected completion	Mandatory completion	Completion date
Supervisor selection	Before admittance	2 terms	
Supervisory committee selection	2 terms	3 terms	
Course requirement	3 terms	4 terms	
Qualifying examination	4 terms	5 terms	
Dissertation proposal	7 terms	8 terms	
Teaching practicum/ industry internship	10 terms	11 terms	
Dissertation defense	12 terms	12 terms	

Which departmental seminars did you attend this term? Please list.*		
Title of seminar	Date (mm/dd/yyyy)	Supervisor approval
<i>Example</i> <i>Dr. John Smith</i>	<i>01/01/2018</i>	✓
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Which professional development workshops did you attend this term? Please list and provide proof of completion.*		
Title of professional development workshop	Date (mm/dd/yyyy)	Supervisor approval
<i>Example</i> <i>Learn how to “DO” a teaching dossier</i>	<i>04/25/2018</i>	✓
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

**What progress have you made towards your degree during the past year? Please refer to the set of checkpoints listed above.**

**Please briefly report on progress towards research milestones made over the past year. If you are in year 2 or later, please include the milestones from your last report’s research plan. You can also include additional unforeseen milestones.**

Research Milestone	Progress

**Please provide a list of publications (published, accepted and under review), presentations or research projects in which you have participated over the past year. Please attach copies of publications and other relevant documents to this report.**

**Please outline your objectives in detail for the next year with specific timelines attached. Please also include a proposed timeline for completion of your degree.**

Research Milestone	Timeline

<b>Proposed timeline for degree completion.</b>	
<b>Checkpoint</b>	<b>Timeline</b>

**Please indicate anything that has impeded your progress during the past year. Discuss what steps you have taken to address these impediments.**

**Part B: (To be completed by the supervisory committee)**

**Comment on the student’s progress during the past year and list the number of meetings the supervisory committee has had with the students this year.**

**Comment on the student's objectives for the next year and the proposed timeline for degree completion.**

**Considering the overall professional development of the student (e.g. stage in program, completed research, publications, conference presentations, etc.), please describe their academic progress.**

**Evaluation of the supervisory committee (please check one).**

Satisfactory

Satisfactory, with conditions

Unsatisfactory

**Is there any assistance the supervisory committee can recommend or steps that could be taken that would assist the student to progress? Please indicate specific remedial actions and expected results.**

**Please provide the (estimated) date of the next meeting between the supervisory committee and student.**

**Part C: (To be completed by the student)**

**Student's response to the supervisory committee's comments.**

**Approvals**

Name	Signature	Date (mm/dd/yyyy)
Student:		
Supervisor:		
Committee member:		
Committee member:		
Committee member:		