Annual Progress and Activity Report (Doctoral)

Student Information

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<th>Name:</th>
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<td>Program of Study:</td>
<td>Student E-mail:</td>
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Each doctoral student must complete the Annual Progress and Activity Report and submit it to the advisor (or Graduate Co-ordinator if the advisor is not yet confirmed), by April 15 each year. The full report (including the assessment, and signatures) is due in the Faculty of Graduate & Postdoctoral Studies by June 1 annually. The Report may be required more than once each year, where circumstances warrant. Late submission of this report may result in a delay of your financial support.

Part 1 – Report on Activities - Student

Respond to each question in the report, and submit it to your advisor (or Graduate Program Coordinator if no advisor has yet been confirmed).

1. Provide details of your progress in meeting your degree requirements as outlined in the Graduate Academic Calendar, by identifying courses completed, comprehensive examination preparation/writing/oral defence, dissertation proposal, research, chapters written/revised, etc. Discuss any challenges you may have had in making progress since your last report.

2. List all scholarships you have applied for since last May 1 (or, if this is your first report, since your entry into the program). Distinguish between those you “applied for” and those you were “awarded.”

3. List any conference presentations and publications you have contributed to since last May 1 (or, if this is your first report, since your entry into the program). Distinguish between “refereed” and “non-refereed,” “invited,” “contributed,” etc.

4. Identify any leadership, communication skills and/or professional development, or co-curricular activities and/or relevant paid employment you have undertaken since last May 1 (or, if this is your first report, since your entry into the program), such as ASPIRE workshops, 3 Minute Thesis, volunteer opportunities on campus, etc.
5. Identify your specific goals for next year: make reference to the program requirements, such as specific courses, comprehensive examinations, dissertation, and other skills development opportunities, etc. Indicate the expected dates for completion of these goals.

6. What is your anticipated date for the completion of all degree requirements (MM/YY)?

**Part 2 – Report on Activities – Advisor (or Graduate Co-ordinator)**

Complete each section relevant to this student’s stage in the doctoral program.

1. Refer to the student’s report and provide comments on the progress made in accomplishing the goals set out in the last report (or, if this is the first report of the student, toward meeting the degree requirements since the beginning of the program).

2. Are you satisfied with the progress the student has made in the last year in terms of achieving the appropriate milestones? If not, why?

3. What do you consider to be the student’s most significant achievements over the past year?

4. Do you think the student’s plan for achieving appropriate milestones in the coming year, including the identified target dates and deliverables, are reasonable and achievable?

5. Are there specific ways in which you and/or others in the program can help the student achieve their goals for the coming year?

6. Are there any other comments you wish to make regarding the student’s progress last year and/or their plans for the coming year?
7. How often did you meet with the student over the past reporting period:

☐ Weekly  ☐ Monthly  ☐ Once per term  ☐ Other (specify):

8. How often did the advisory committee as a whole (if established) meet with the student:

☐ Weekly  ☐ Monthly  ☐ Once per term  ☐ Other (specify):

9. Advisors should respond to drafts of the dissertation in a timely fashion. Answer the following question ONLY if the draft research was submitted by the student during this academic year.

☐ Entire dissertation draft Feedback provided within ☐ days, ☐ weeks

☐ Portions of dissertation Feedback provided within ☐ days, ☐ weeks

☐ Other research materials Feedback provided within ☐ days, ☐ weeks

Part 3 – Overall Assessment

(To be completed by the FULL Dissertation Advisory Committee (DAC), or Graduate Co-ordinator if the DAC is not yet confirmed).

Assess this student’s overall progress since the last report – (S) Satisfactory; (C) With Some Concerns; (U) Unsatisfactory

☐ Satisfactory: may be assigned if the student is meeting all the normal progression requirements in a timely and satisfactory manner.

☐ Some concerns: may be assigned if the student is struggling to meet the normal progression requirements of the degree, or if the student’s academic and professional development is not meeting the overall expectations of the program. Where progress is deemed (C) With Some Concerns, an Action Plan, including specific activities and/or accomplishments and completion dates, is required. The Annual Progress and Activity Report must be completed within a maximum of 6 months to verify that the student’s progress is deemed Satisfactory.

☐ Action Plan attached; 6-month review scheduled for MM/YY

☐ Unsatisfactory (first occurrence): may be assigned if the student is not meeting the normal progression requirements of the degree and/or the student’s academic development and professionalism is not meeting the overall expectations of the program. Where progress is deemed (U) Unsatisfactory (first occurrence), the Graduate Program co-ordinator, in consultation with the DAC, must make a recommendation for academic probation, or termination from the program. Where academic probation is recommended, an Action Plan, including specific activities and/or accomplishments and completion dates, is required. The Annual Progress and Activity Report must be completed within a maximum of 6 months to verify that the student’s progress is deemed Satisfactory.

☐ Action Plan attached; 6-month review scheduled for MM/YY

☐ Unsatisfactory (second occurrence): Where progress is deemed (U) Unsatisfactory for the second time, the student is required to withdraw from the program. The student may appeal that decision to the GSAC.
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<tbody>
<tr>
<td>Advisor</td>
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<td>2nd Member</td>
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**Part 4 – Acknowledgements**

**Student Confirmation**
By signing this submission, I confirm that I have read the Annual Activities and Progress Report including the responses from my advisor and the advisory committee.

Student Signature: Date:

**Graduate Coordinator**
By signing this submission, I confirm that I have read the Annual Activities and Progress Report, and where required, acknowledge the expectations as outlined in the Action Plan (attached).

Graduate Coordinator Name (PRINT):

Graduate Coordinator Signature: Date: