

PhD Progress Report (UW)

NAME:	ID#:
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PHD GLOBAL GOVERNANCE

ANNUAL PROGRESS REPORT

THE PROCESS

- The Student: Annually, and normally by April 15, the Student will complete and submit their "Annual Progress Report" to their Supervisory committee for review and comment.
- The Supervisor**: The Supervisor will review the Student's Progress Report, complete Part 1, and share both with the rest of the Supervisory Committee.
- To complete Part 2, the Supervisory Committee Members will review the Student's Progress Report and Part 1 and return it with their comments, evaluation and signature, to the Supervisor.
- The Supervisor will review the full report with the Student.
- The Student will acknowledge this review by dating and signing Part 3 of the form.
- The Supervisor will forward the full report to the Academic Director for the PhD Global Governance for their review and signature (also Part 3) before sending it to the Graduate Program Coordinator.
- By June 1, the Graduate Program Coordinator will provide a copy of the full report to the student and the supervisor as well as filing it in the student's official file.

**If a Supervisor has not been identified, the Academic Director for the PhD Global Governance will act as the student's interim and complete the process.

**NB: THE LATE SUBMISSION OF THIS REPORT MAY RESULT IN
DELAYING THE RELEASE OF THE STUDENT'S FINANCIAL SUPPORT.**

Part 1: Student's PROGRESS Report

(complete Part 1 on a separate sheet and attach to this form)

Submit answers to these 6 questions to your Supervisor

1. Include your name, student number, and identify the term in which you started the doctoral program.
2. Provide details of your progress since your last report (or, if this is your first report, toward meeting your degree requirements since the beginning the program). Provide examples of courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, etc.
3. Indicate 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". Provide dollar values for those you were awarded.
4. List any conference presentations and publications you have contributed to since last May 1 (or, if this is your first

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report, since your entry into the program). Distinguish between "refereed" and "non-refereed", "invited", "contributed", etc.

5. List your specific goals for next year; make reference to the program requirements, such as specific courses, comprehensive examination, thesis, etc. Indicate the expected dates for completion of these goals.
6. What is your anticipated date for the completion of all degree requirements?

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Part 2: Supervisor's Report
(complete part 2 in the spaces provided)
Complete each section relevant to this student's stage in the doctoral program

1. The Comprehensive exams were completed on (DD-MMM-YY): _____
OR expect to be completed by (DD-MMM-YY): _____ (if more than 5 terms of registration please provide justification under Supervisor's general comments (8) section)

2. How often did you meet with the student over the past reporting period (circle one):

Monthly	Once per Term	Once per Year	Other (specify)
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3. How often did the advisory committee as a whole (if established) meet with the student over the last reporting period:

Monthly	Once per Term	Once per Year	Other (specify)
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4. Supervisors should respond to a draft of the PhD thesis in a timely fashion. Answer the following question **ONLY** if the draft research was submitted by the student during this academic year.

Entire thesis draft	Response time
Portions of thesis	Response time
Other research material	Response time

5. Refer to the student's statement and provide comments on the progress made by the student in accomplishing the goals set out in the last report (or, if this is the first report, towards meeting the degree requirements since the beginning of the program.

6. Comment on this student's specific goals for the next interval of _____ months.

7. What is your anticipated date for the completion of all degree requirements (DD-MMM-YY):

8. Supervisor's general comments.

**SIGN AND RATE THE STUDENT UNDER PART 2 (BELOW), AND
DISTRIBUTE TO THE ADVISORY COMMITTEE FOR REVIEW AND SIGNATURES**

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Part 3: Overall Assessment of Progress (to be completed by the FULL advisory committee)

Rate this student's overall progress since the last report
(S) Satisfactory; (C) With Some Concerns *; (U) Unsatisfactory*

* where progress is deemed C or U, attach a detailed plan (with tasks and completion dates) of what must be accomplished over the next 6 months in order to remedy the situation.

	Print name (LAST, First)	Signature	Rating (S, C, U)
Supervisor			
2 nd Member			
3 rd Member			
4 th Member			

Part 4: Acknowledgments

The student may append additional comments. A student who thinks they are receiving unsatisfactory advice is urged to contact the Academic Director/Associate Director.

By signing below, the student acknowledges having read this report:

Student _____ Date: _____

Academic Program Director _____ Date _____