School of Graduate Studies  
Tips on Annual Progress Reports

I. Rationale for the Progress Report:
• Provide students with the opportunity to report on their progress in moving through the degree requirements
• Enable obstacles which may be impeding this progress to be identified early so that remedies may be adopted
• Enhance communication between student, supervisor, supervisory committee and graduate coordinator
• Provide information on student publications and conference papers required by QUQAP

The SGS does not require the adoption of a particular template (though SGS has developed a template for those programs who wish to adopt it). Most programs across the university already have effective annual progress reports in place.

II. The following elements comprise the minimum information required in the annual progress report (as outlined in the SGS general regulation on reports):

To be provided by the student:
• Student name, student number, name of program, PhD Year, name of supervisor(s) and of supervisory committee (if applicable), Date of completion or anticipated comprehensive or qualifying examinations, if applicable and remaining program requirements to be completed, proposed timeline or completion of thesis and defence
• Report on progress in the last year, where applicable, in research, data collection, analysis, and/or writing of dissertation towards meeting program requirements
• Report on other activities: papers published or submitted, conference presentation or participation, applications for funding, participation in funded grants, or any additional information about professional development, participation in collaborative research projects
• Goals for next year
• Any considerations/obstacles that may have hindered progress

To be provided by the supervisor(s) and/or committee members:

• Comment on the student’s progress and whether the student’s plans for the next 12 months are feasible
• If obstacles that hinder progress have been identified, comment on possible remedial action

The student should be given the opportunity to respond to the evaluation of the supervisor(s) and/or committee members.
The student, supervisor(s) and where applicable the supervisory committee should sign
the form before it is submitted to the program’s graduate office. Individual programs
should develop their own mechanism for completion and submission of the form.

III. Additional material can be included in the annual progress report if a program
wishes to do so. Some programs have developed program-specific questions; some
require the submission of work in progress; some request the student and supervisor to
comment on the frequency of meetings between supervisor(s) and student to discuss
the student’s research and progress Some ask to the supervisor/committee to classify
the student’s progress by category; for example:
To be completed by the supervisor(s). Check one of the 3 options below.

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<tbody>
<tr>
<td>1. Satisfactory</td>
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<td>2. Needs improvement</td>
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<td>3. Unsatisfactory</td>
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Please note that teaching should not be evaluated in the annual progress report.