

GRADUATE STUDENTS' ANNUAL PROGRESS REPORT

DEADLINES: March 1st of each year

SECTION A – to be completed by the student

Students will complete the report form in response to the following questions:

1. What progress was made during the previous year toward completing the program requirements (courses, examinations, thesis, etc.)? Did the progress meet or surpass the objectives set at the beginning of the year? Please explain.
2. What progress was achieved during the previous year with respect to professional development in the program of studies (conference presentations, publications, etc.)?
3. What program requirements (courses, examinations, thesis, etc.) still need to be completed? Please specify the completion deadlines for outstanding program requirements, including the specific objectives for meeting these in the next year.
4. Other comments, if any.

SECTION B – to be completed by the Thesis Supervisor

Thesis Supervisors should complete the questions on the form and provide additional comments regarding the student's progress. If progress is not satisfactory, please attach documentation outlining the assessment of the progress. **For students who do not have a Supervisor, the Graduate Advisor will fill out section B of the form.**

SECTION C – to be completed by the Graduate Advisor

The program Graduate Advisor needs to review and sign the report. If progress is not satisfactory, the Graduate Advisor and/or the Thesis Supervisor should attach documentation outlining what measures have been or will be taken to redress the situation.

SUBMISSION PROCEDURES

Graduate Students complete section A and submit their report to their Thesis Supervisor who will then submit it to the Graduate Advisor for his/her final revision. Once completed, a copy of the Progress Report will be distributed to the student, his/her supervisor and filed in the student's academic file.

Progress Reports can be submitted by e-mail as scanned PDF attachment.

ANNUAL PROGRESS REPORT FOR GRADUATE STUDENTS (Please type or print)

Last Name	First Name	UBC Student #
Graduate Program	Master's <input type="checkbox"/>	Ph.D. <input type="checkbox"/>

SECTION A Student's Report (Refer to the questions outlined in the instructions.)

Date: _____ **Signature (Student):** _____

SECTION B Thesis Supervisor's Comments

How often do you meet with the student? Weekly Monthly Every 2 months Rarely or Never

When do you expect the thesis to be submitted (Date)? _____

What is your general assessment of the student's progress during the past year?

Excellent Very Good Good Fair Inadequate (attach relevant docs)

Please provide details on the student's research progress:

Thesis Supervisor (Print Name)	Signature	Date
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SECTION C Program Graduate Advisor Comments

Fully Satisfactory Report

Unsatisfactory report (Please indicate what measures have been or will be taken to redress the situation and attach any relevant documents.)

Graduate Advisor (Print Name)	Signature	Date
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