



## PhD Student Annual Progress Report

### STUDENT INFORMATION

Name:

Student Number:

Full time/Part time:

Terms on leave or changed status:

Year enrolled:

Every spring, doctoral students in the School are required to report on their progress through the program before being allowed to re-register for the upcoming terms. The benchmarks for measuring progress are stipulated in the PhD Program Guidelines and summarized in *Appendix A: PhD Program Timelines* below. Depending on your stage in the program, you must meet with either **a)** your interim academic advisor, **b)** your supervisor (“supervisor” can mean your dissertation supervisor or, if that person has not been identified yet, the supervisor of your current comprehensive examination committee), **or c)** your dissertation supervisor and other members of that committee to have your progress evaluated. (For the sake of brevity, the term “**academic evaluator**” will be used below to designate this party.)

This **one form** is to be used for your annual report for every year you are in the program. For each annual report, fill in the questions about your progress in the past year. To begin this process, set up a meeting with your academic evaluator by April. Then, at least one week before the meeting, fill out your section of the annual report, sign it, and send it to the academic evaluator. After the meeting the academic evaluator will add comments based on the meeting, then sign and submit the form to the Graduate Supervisor for review, comment, and approval. If your progress is satisfactory, the Graduate Supervisor will instruct the Program Administrator to lift the hold on registration from your account. If your progress is deemed unsatisfactory, the Graduate Supervisor is responsible for enforcing program guidelines recommending withdrawal from the program.

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**YEAR 1 REPORT (FOR STUDENT TO INITIATE)**

1. a) List the courses you have taken and their outcomes to date:

Code	Title	Completed or In Progress	Grade	GPA

b) If you do not anticipate completing your course requirements this term, please provide an explanation and specify how you plan to rectify the situation:

2. Please list any scholarships and Teaching Assistantships held in this academic year. If you do not have any scholarships or TA-ships then answer N/A.
3. Plans for Comprehensive Exam 1:
- a) Field:
- b) Supervisor and 2 committee members:
- c) Reading list approved by SICS Graduate Committee?
4. Have you completed your second language requirement? If not, how and when do you plan to fulfill it?

Year 1 PhD Student Progress Evaluation and Approvals		
STUDENT SIGNATURE:		DATE:
ACADEMIC EVALUATOR NAME	(PLEASE PRINT)	EMAIL ADDRESS:
COMMENTS BY ACADEMIC EVALUATOR	If student progress is unsatisfactory, please provide an explanation and suggestions for remedial action:	
ACADEMIC EVALUATOR SIGNATURE:		DATE:
GRADUATE SUPERVISOR COMMENTS:		
GRADUATE SUPERVISOR SIGNATURE:		DATE:

**YEAR 2 REPORT (FOR STUDENT TO INITIATE)***Date of report:**Any terms on leave or changed status (please specify in the format 'Fall 2023')?*

1. a) Did you successfully complete your Comp. 1 (CDNS 6905) on schedule (as specified in Appendix A)?
  - b) Did you successfully complete your Comp 2 (CDNS 6907) on schedule (submit and defend your dissertation proposal, pass the oral defense of both the proposal and your knowledge of your Comp. 2 reading list)?
  - c) If your answer to a) or b) or both was 'No', please provide an explanation and specify how you plan to rectify the situation:
  
2. Please list any scholarships and Teaching Assistantships held in this academic year:
  
3. a) Please name your dissertation supervisor and the other two members of your committee:
  - b) Have you and your supervisor established a plan for your next year, concerning how you will conduct your dissertation research?
  
4. Have you completed your second language requirement? If not, how and when do you plan to fulfill it?

<b>Year 2 PhD Student Progress Evaluation and Approvals</b>		
STUDENT SIGNATURE:		DATE:
ACADEMIC EVALUATOR NAME	(PLEASE PRINT)	EMAIL ADDRESS:
COMMENTS BY ACADEMIC EVALUATOR	If student progress is unsatisfactory, please provide an explanation and suggestions for remedial action:	
ACADEMIC EVALUATOR SIGNATURE:		DATE:
GRADUATE SUPERVISOR COMMENTS:		
GRADUATE SUPERVISOR SIGNATURE:		DATE:

**YEAR 3 REPORT (FOR STUDENT TO INITIATE)***Date of report:**Any terms on leave or changed status (please specify in the format 'Fall 2023')?*

1. Describe the progress of your dissertation research over the past year.
  
5. Please list any scholarships and Teaching Assistantships held in this academic year:
  
6. Have there been any changes since last year in relation to:
  - a) your supervisor
  - b) members of your dissertation committee
  - c) your dissertation title, focus, and/or object of study?
  
7. On what date do you intend to begin writing your dissertation?
  
8. Have you completed your second language requirement? If not, how and when do you plan to fulfill it?

<b>Year 3 PhD Student Progress Evaluation and Approvals</b>		
STUDENT SIGNATURE:		DATE:
ACADEMIC EVALUATOR NAME	(PLEASE PRINT)	EMAIL ADDRESS:
COMMENTS BY ACADEMIC EVALUATOR:	If student progress is unsatisfactory, please provide an explanation and suggestions for remedial action:	
ACADEMIC EVALUATOR SIGNATURE:		DATE:
GRADUATE SUPERVISOR COMMENTS:		
GRADUATE SUPERVISOR SIGNATURE:		DATE:

**YEAR 4 REPORT (FOR STUDENT TO INITIATE)**

*Date of report:*

*Any terms on leave or changed status (please specify in the format 'Fall 2023')?*

1. Describe the progress of your dissertation research over the past year.
  
2. Have there been any changes since last year in relation to:
  - a) your supervisor
  - b) members of your dissertation committee
  - c) your dissertation title, focus, object of study, or structure?
  
3. When did you begin writing your dissertation, and when do you anticipate having a full draft ready for review by your supervisor?
  
4. Please list any scholarships and Teaching Assistantships held in this academic year:
  
5. Have you completed your second language requirement? If not, how and when do you plan to fulfill it?

<b>Year 4 PhD Student Progress Evaluation and Approvals</b>		
STUDENT SIGNATURE:		DATE:
ACADEMIC EVALUATOR NAME	(PLEASE PRINT)	EMAIL ADDRESS:
COMMENTS BY ACADEMIC EVALUATOR:	If student progress is unsatisfactory, please provide an explanation and suggestions for remedial action:	
ACADEMIC EVALUATOR SIGNATURE:		DATE:
GRADUATE SUPERVISOR COMMENTS:		
GRADUATE SUPERVISOR SIGNATURE:		DATE:

**YEAR 5 REPORT (FOR STUDENT TO INITIATE)***Date of report:**Any terms on leave or changed status (please specify in the format 'Fall 2023')?*

1. Describe the progress of your dissertation writing and revising over the past year.
  
2. Have there been any changes since last year in relation to:
  - a) your thesis supervisor
  - b) members of your dissertation committee
  - c) your dissertation title, focus, object of study, or structure?
  
3. If you have not already provided your supervisor with a full draft of your thesis, when do you anticipate doing so?
  
4. Please list any scholarships and Teaching Assistantships held in this academic year:
  
5. Have you completed your second language requirement? If not, how and when do you plan to fulfill it?

<b>Year 5 PhD Student Progress Evaluation and Approvals</b>		
STUDENT SIGNATURE:		DATE:
ACADEMIC EVALUATOR NAME	(PLEASE PRINT)	EMAIL ADDRESS:
COMMENTS BY ACADEMIC EVALUATOR:	If student progress is unsatisfactory, please provide an explanation and suggestions for remedial action:	
ACADEMIC EVALUATOR SIGNATURE:		DATE:
GRADUATE SUPERVISOR COMMENTS:		
GRADUATE SUPERVISOR SIGNATURE:		DATE:

Appendix A: SICS PhD Timeline

Year	Term 1 (Fall)	Term 2 (Winter)	Term 3 (Summer)	Comments
<b>1</b>	Core course CDNS 6900  +  0.5 credits CDNS 5XXXX	Core course CDNS 6900 (cont.) <i>Note:</i> Construct reading list for Comp 1 as an assignment in CDNS6900. Assemble committee for Comp 1. Have reading list approved by committee and by the SICS Graduate Committee.  +  0.5 credits CDNS 5XXXX	CDNS 6905 (0.5) Comprehensive Exam 1 (to be completed before the end of October, Year 2).	Full-time students must complete at least 2.0 credits of graduate course work within 9 months of entering the program (21 months for part time students). * Students must obtain at least a B+ standing in each course to remain in the program. * Course work must be completed before commencing comprehensive fields.
<b>2</b>	Write and defend Comprehensive Exam 1 CDNS 6907 (0.5) before the end of October.  Construct reading list and assemble committee for Comprehensive Exam 2. Have reading list approved by committee and by the SICS the Graduate Committee.	CDNS 6907 (0.5) Comprehensive Exam 2  Write dissertation proposal as written portion of Comp 2. When diss. proposal is approved for defense by your committee and you are considered ready, schedule your defense. Defense is to be completed before the end of March, Year 2.	CDNS 6909 PhD Thesis (7.0)  Begin research and writing of dissertation. Initiate ethics approval if applicable.	To remain in the program, full-time students must pass Comp. 2 (successfully defend the diss. proposal and successfully demonstrate knowledge of the Comp. 2 reading list) within 24 months of initial registration in the program. * Once registered in CDNS 6909, students remain registered in it continuously until completion of the degree. This includes summer terms.
<b>3</b>	Carry out research for dissertation. Stay in contact with diss. supervisor.			
<b>4</b>	Continue writing dissertation, conduct supplementary research, complete a full draft of dissertation. (The dissertation supervisor may read drafts of chapters along the way. This depends on the arrangements made between student and supervisor. Meetings of the supervisory committee may be called for period advice.)			Full working draft dissertation to be completed and submitted to dissertation supervisor by the end of 4 <sup>th</sup> year.
<b>5</b>	Revise working draft based on supervisor comments. Submit revised draft to dissertation committee. Revise dissertation draft based on committee comments. Resubmit to committee. Revise based on committee comments. Resubmit. Revise based on comments.			Submit and defend dissertation by end of year. Some students may be able to complete the tasks described in Year 5 within 4 years.
* Students must meet program benchmarks as denoted by an asterisk above to remain in the program.				