



Graduate Student Progress Report

Last modified: April 14, 2014

TO BE COMPLETED BY ALL PHD, MASC, AND MENG STUDENTS.

INSTRUCTIONS FOR COMPLETING THIS PROGRESS REPORT:

STEP 1: Student will download this document and save to their computer.

STEP 2: Student to complete items 1 through 21 and save document.

STEP 3: Student will email saved document to Senior Supervisor.

STEP 4: Senior Supervisor will complete items 24 through 27 and save document.

STEP 5: Senior Supervisor and student will meet in-person to discuss the Progress Report, print and sign Items 22, 23, 28, and 29.

STEP 6: Make two copies of the Progress Report.

STEP 7: Student keeps one copy, Senior Supervisor keeps second copy.

STEP 8: Submit the original to the Graduate Program Assistant for review by GPC and inclusion into the student's permanent file.



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In general, this form should be submitted in May each year, before the deadline of GF application.

TO BE COMPLETED BY ALL PHD, MASC, AND MENG STUDENTS

- 1) Name: 2) Student #: 3) Email:
- 4) Supervisor: 5) Visa Status: 6) Start Semester:
- 7) Program (PhD, MAsC, or MEng):
- 8) Did you change program since last report? If yes, what was your old program?
- 9) Did you change Senior Supervisor since last report? If yes, who was your previous Senior Supervisor?

DEGREE REQUIREMENTS COMPLETED:

10) Courses completed to date	Grade
CGPA	

11) Have you completed all course requirements?	
12) Have you selected your supervisory committee (PhD and MAsC only)?	
13) Have you passed the qualifying exam (PhD only) ?	
14) Semester of expected completion:	



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15) Activity in the past year (12 months):

16) Scholarly Publications/Conferences in the last year (list submitted, in-press or already published):

17) Academic Plans for the upcoming year (next 12 months, organize by semester):



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18) For PhD and MASc, list the financial support stated in your offer letter (annual amount and the number of years):

19) For all graduate students, list the amounts of all RA (including MITACS intern), TA (including TAs from other schools), GF, and other financial support received in the last two terms and will be received by the end of the current term (please provide name, duration, amount of each item, and the total amount). For FAS-GF, add \$3,125 to the RA amount and \$3,125 to the GF amount:

Year and Term			
RA			
TA			
GF			
Others			
Term Total			
Annual Total			

Explanation of other supports listed above:

20) Expected amount of financial support for the next three terms (PhD and MASc only). The guaranteed GF and TA support from the school is \$24,000 over 4 years and \$8,000 over 2 years (unless otherwise specified in the school's GF policy):

RA (after consulting with the Senior Supervisor):	
GF and TA from the school:	
Others (please specify below):	
Total:	

Explanation of other supports listed above:

21) Other changes/issues the student would like to bring to Supervisor's attention (i.e. contact information, visa, etc.):

22) Student Signature (signed during meeting with the Supervisor)

23) Date



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TO BE COMPLETED BY SUPERVISOR – Supervisor’s Progress Report

(Possible evaluation: Good, Satisfactory, Satisfactory with concerns, Unsatisfactory):

24) I agree with the student’s assessment of progress:	
25) I believe the student’s progress has been:	

26) Explanation if the student’s financial support in the past three terms or in the next three terms is less than the amount stated in the offer letter:

27) I would add the following comments about the contents of this Progress Report and offer the following guidance for the upcoming year:

28) Senior Supervisor Signature (signed during meeting with student)

29) Date
