

## ANNUAL PROGRESS REPORT (FORM A)

Select:    Master's Degree    Thesis OR    Project    Doctoral Degree

### PART ONE: TO BE COMPLETED BY THE STUDENT

Student ID:

Last Name:

First Name:

Email:

@unbc.ca

Start Date:

Program of Study:

Proposed End Date:

Briefly summarize your area of research:

### Annual Progress

How often do you meet with your supervisor?

Summarize the progress you have made in the last year. You may append information if more space is required.

### Coursework

Please include a PDF of your unofficial transcript when submitting this report to your supervisor.



Have you completed the coursework requirements for your degree?

Yes

No – list remaining courses below

List coursework yet to be completed, including intended semester of completion:

Research (select all that apply):

Supervisory committee formed – Date of last meeting: \_\_\_\_\_

Supervisor:

Co-Supervisor (if any):

Committee Member #1:

Committee Member #2:

Committee Member #3:

Committee Member #4:

Research proposal approved (date):

[If required] Research Ethics Board (REB) approval received (enter date):

OGA Admin: SHATCMT GRB

[If required] Animal Care and Use Committee (ACUC) approval received (enter date):

OGA Admin: SHATCMT GAC

[**Doctoral only**] Candidacy examination passed and advanced to candidacy

Actively engaged in research/writing thesis/dissertation. Percentage complete (optional):

### Awards, Grants and Scholarships *(if applicable)*

List all funding sources below, including pending applications. This list should be updated annually.

<i>Award Status</i>	<i>Name of Award</i>	<i>Term of Award</i>	<i>Amount</i>
		to	
		to	
		to	
		to	
		to	

### Teaching and/or Research Assistantships *(if applicable)*

List all teaching and research assistantships you have held. This list should be updated annually.

### Knowledge Mobilization and Outreach *(if applicable)*

Provide a list of your publications (noting if publication is submitted, accepted, in-press (with proposed publication date) or published), conferences attended, and any knowledge translation activities you have participated in (such as community meetings, outreach, and result sharing). Your supervisor can provide guidance on what can be included in this field. This should be updated annually as needed.

**Additional Training and Skills Development** *(if applicable)*

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Use this space to detail any additional training and skills development you have done. Your supervisor can assist you in determining what can be included in this section.

**Student Plan**

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Please summarize your plans for the upcoming academic year.

**I have included a copy of my unofficial transcript** (which I have reviewed) and I am aware of my program requirements.

I have maintained continuous registration in every semester (unless on approved leave).

My account is not on a financial hold.

# of pages attached (if any): \_\_\_\_\_

## PART TWO: TO BE COMPLETED BY THE SUPERVISOR

Supervisor Name:

Co-Supervisor Name (if applicable):

### Assessment

**Satisfactory:** Please include any comments you may have below.

**Needs improvement:** Please use the section below to outline expectations for improvement (or attach a separate document).

**2nd Needs Improvement:** Please provide details below. A continuance review will be initiated as follow up to this finding.

**Unsatisfactory:** Please provide details below. A continuance review will be initiated as follow up to this finding.

**Supplemental to annual:** Supervisors may initiate a progress report at any point. Select this option if this is in addition to the annual progress report requirement.

Comments: (If additional space is required, please attach a document). # of pages attached:

For students actively engaged in their thesis/dissertation, when do you expect the defence will occur? (month/year)

Supervisor Signature:

Date:

Co-Supervisor Signature:

Date:

Chair/Coordinator/Advisor Signature:

Date:

## PART THREE: TO BE COMPLETED BY THE STUDENT

I agree with this above assessment:                      Yes                      No – please attach an explanation.

Student Signature:

Date:

 **This form is submitted by the supervisor to [grad-office@unbc.ca](mailto:grad-office@unbc.ca) (cc'd to committee members and the student)**

For Office of Graduate Administration Use Only:

Dean's review required:

Approved

Additional information needed:

Dean's Name:

Date:

## INSTRUCTIONS FOR COMPLETION

### For Students

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This form is intended for students completing a **Master's thesis/project program or Doctoral degree**.

Complete all sections of this report and submit the completed form to your supervisor. Note that your signature will be the last step in Part 3. Use only the space you require.

Individual programs and supervisory committees manage their student's progress assessment differently. In whatever format your supervisor deems appropriate, please arrange to review this form with your supervisor (and committee, if applicable).

**You are responsible for ensuring your completed progress report is submitted** annually by the [established deadline](#).

Once your supervisor and Chair have signed, please sign to confirm that you have reviewed the report and **return it to your supervisor**. Supervisors will submit this form once fully signed to [grad-office@unbc.ca](mailto:grad-office@unbc.ca). Please retain a copy for your records.

**TIP: Save a copy of this file** for easy completion as you will be required to submit a progress report annually. The sections on funding, assistantships and knowledge mobilization should be updated annually to include any new activity over the prior year. This will save you from having to complete fields that don't change each year.

### For Supervisors

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There is no mandated method for completing this review and it is at the discretion of the supervisor (and committee, if appropriate) to decide how to engage with your student. If you have questions, please liaise with your Chair, Graduate Program Coordinator, Advisor or Dean for guidance.

Once the review has been conducted, please have the student sign the form. Once fully signed, the form should be emailed to [grad-office@unbc.ca](mailto:grad-office@unbc.ca) and cc'd to the supervisory committee (if formed) and the student. Our office will double check that the supervisory committee we have on file has been cc'd in lieu of requiring all committee members to sign the form for ease of processing.

If the progress report indicates a "needs improvement", "2nd needs improvement" or "unsatisfactory" finding, the Dean is required to review and approve the progress report. Depending on the contents, a Dean may also review supplemental reports.

Please ensure you provide clear expectations in the comments if you are indicating that the student needs improvement or has made unsatisfactory progress. You can attach additional information if more space is required. For a second instance of "needs improvement" or an "unsatisfactory" finding, a continuance review will be initiated by the Office of Graduate Administration.

Please retain a copy for your records.