Graduate Programme in Computer Science & Engineering

PhD Student Annual Progress Report Form

Student name: _____

PhD study start date: _____

Number of months in the program: _____

Dissertation supervisor (co-supervisor): _____

Supervisory committee member (co-supervisor): _____

Supervisory committee member: _____

Meeting date: _____

This form and attachments must be provided to the supervisory committee (SC) <u>at least two weeks before the meeting date</u>.

Part 1 (to be completed by the student)

1. Indicate what PhD program checkpoints you have satisfied.

Checkpoint	Meeting with the SC	Expected completion	Mandatory completion	Date completed
Breadth statement	Not required	Before admittance	Before admittance	
Supervisor selection	Not required	Before admittance	2 terms (Y1T2)	
Supervisory committee selection	Not required	2 term (Y1T2)	3 terms (Y1T3)	
Course requirement	Yes	3 term (Y1T3)	3 terms (Y1T3)	
Qualifying examination	Yes	4 terms (Y2T1)	5 terms (Y2T2)	
Thesis proposal	Yes	7 terms (Y3T1)	8 terms (Y3T2)	
Teaching Practicum / Industry Internship	Not required	9-12 terms	N/A	
Thesis completion plan	Yes	10 terms (Y4T1)	11 terms (Y4T2)	
Thesis defense	Yes	12 terms (Y4T3)	15 terms (Y5T3)	

2. What progress have you made towards your degree during the past year? Please refer to the set of checkpoints listed above.

3. Please briefly report on progress towards research milestones made over the past year. If you are in year 2 or later, please include the milestones from your last report's research plan. You can also include additional unforeseen milestones.

Research Milestone	Progress

4. Please provide a list of publications (published, accepted and under review), presentations or research projects in which you have participated over the past year. Please attach copies of publications and other relevant documents to this report.

5. Please outline your objectives in detail for the next year with specific timelines attached. Please also include a proposed timeline for completion of your degree.

Research Milestone	Timeline

Proposed timeline for degree completion:

Checkpoint	Timeline

6. Please indicate anything that has impeded your progress during the past year. Discuss what steps you have taken to address these impediments.

Student's signature _____ Date _____

Part 2 (to be completed by the supervisory committee)

1. Comment on the student's progress during the past year and list the number of meetings the SC has had with the student this year:

2. Comment on the student's objectives for the next year and the proposed timeline for degree completion:

3. Considering the overall professional development of the student (e.g., stage in program, completed research, publications, conference presentations, etc.), please describe his/her academic progress.

4. Evaluation of the SC (please check one)

Satisfactory	
Satisfactory, with conditions	
Unsatisfactory	

5. Is there any assistance the SC can recommend or steps that could be taken that would assist the student to progress? Please indicate specific remedial actions and expected results.

6. Please provide the (estimated) date of the next meeting between the SC and student.

	Signature	Date
Supervisor (co-supervisor)		
SC member (co-supervisor)		
SC member		

Student's reply to the SC's comments:

Student's signature _____ Date _____