

## ANNUAL PROGRESS REPORT

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

Student ID: Last name: First name:

Email: @unbc.ca

Program of Study: Capstone:

Briefly summarize your area of research:

#### Annual Progress

Summarize the progress you have made in the last year. You may attach a separate page 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:

How often do you meet with your supervisor?

Supervisory committee formed? Yes No

Supervisor:

Co-Supervisor (if any):

Committee Member #1:

Committee Member #2:

Committee Member #3:

Committee Member #4:

Date of last full committee meeting:

**Research** (select all that apply):

Research proposal approved (enter date):

\*For PhD NRES, the proposal must be completed within the first 2 years.

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

OGA Admin: SHATCMT GRB

OGA Admin: SHATCMT GAC

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

[**Doctoral only**] Candidacy examination passed and advanced to candidacy (enter date):

Actively engaged in research/writing thesis/dissertation

**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 (required)**

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Please summarize your plans for the upcoming academic year, including a dated (monthly/semester-based) timeline regarding completion of any upcoming academic and thesis-related milestones to be met over the course of the upcoming year. Attach more pages as needed.

**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

### Assessment

**Satisfactory:** Please include any comments below.

**Needs improvement:** Please outline expectations for improvement below or attach a separate document.

**2nd Needs Improvement:** Please provide details. A continuance review will be initiated with this finding.

**Unsatisfactory:** Please provide details. A continuance review will be initiated with this finding.

**Supplemental to annual:** Supervisors may initiate a progress report at any point. Select this option for any additional progress reports.

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

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

Supervisor:

Name

Signature

Date

Co-supervisor (if any):

Name

Signature

Date

Name

Signature

Date

Chair/Coordinator/Advisor/Dean's comments (if additional space is required, please attach a document):

# of pages attached:

## PART THREE: TO BE COMPLETED BY THE STUDENT

### Student confirmation (required):

**Your signature below indicates that you agree with the assessments made in this report\***

Student signature:

Date:

\*If you disagree with the assessment of your progress indicated in this report, please check this box, sign above, and attach an explanation on a separate page (required for a student's disagreement).

# of pages attached:

### For Office of Graduate Administration use only:

Dean's review required? Yes No initials:

### Dean's decision:

Approved

Additional information needed

Denied

See comment box above for any comments or attach additional pages if needed.

Dean:

Name

Signature

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.