

## Annual Progress Report for PhD Students

Progress review meetings for PhD students must be held annually. The Supervisory Committee reviews progress and plans for the following year. The student and supervisor complete this report, which must be submitted to the Graduate Office for review and is recorded in the student's record. Supervisor and student should keep a copy of this report for their records.

Student Name	Student Number
Start Date of Program	Supervisor(s)
Date of last progress meeting	Current meeting date
Committee members present (in person or remotely) at the meeting	
Thesis Topic	

### Program Requirements:

Please indicate whether the requirements below have been completed, or timeline for completion if in progress:

	Completed? Y/N	Timeline or other comments
Coursework		
PhD Comprehensive Exam		
Proposal Exam		

### Research Requirements:

Please indicate whether the student's thesis research will require the following:

	Completed? Y/N or not applicable	Timeline, location and nature of travel or other comments
Ethics Review <sup>1</sup>		
Travel for data collection, conferences or training <sup>2</sup>		

<sup>1</sup> Please see SGS Policy on Research Involving Human Subjects: <http://www.sgs.utoronto.ca/facultyandstaff/Pages/Research-Involving-Human-Subjects.aspx>

<sup>2</sup> Please see Off-Campus Activity and Safety Abroad policy: <http://geography.utoronto.ca/graduate-geography/resources-for-current-students/>

**Activities since the last progress meeting or since initial registration if this is the first meeting (to be completed by the student):**

Research and writing activities (e.g. data collection such as samples collected, number of interviews/questionnaires completed, archival records analyzed, document analysis, chapters written, coursework, etc.). Attach additional pages if necessary:

Publications, conferences, presentations (if applicable):

Professional development (workshops, teacher training, volunteer work, etc., if applicable):

**Research Plan for upcoming academic year (to be completed by the student):**

Research and writing activities (e.g. data collection such as samples collected, number of interviews/questionnaires completed, archival records analyzed, document analysis, chapters written, coursework, etc.). Attach additional pages if necessary:

Publications, conferences, presentations (if applicable):

Professional development (workshops, teacher training, volunteer work, etc., if applicable):

Timeline to complete activities above:

## Evaluation of Progress (to be completed by the supervisor):

Overall, has the student demonstrated adequate progress since the last meeting (or since initial registration if this is the first meeting)?      Yes      No

Committee comments on plan for upcoming year:	
Committee member suggestions for improvement or areas that require further attention:	
Student's Signature	Supervisor's Signature
<i>The student should only sign this form after supervisor comments have been completed.</i>	
OFFICE USE ONLY	<input type="checkbox"/> Entered in ROSI
Associate Chair's Signature	<input type="checkbox"/> Entered in Student Record