Department of Geography & Planning  
University of Toronto

**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. The completed form can be submitted using the [online submission tool.](https://forms.office.com/Pages/ResponsePage.aspx?id=JsKqeAMvTUuQN7RtVsVSEK-x4PVUY2JBuaYqBdIwXLJUN05RS0ZIOVkwMUxWRzVHWFZGVjhGTUNIUy4u)

|  |  |
| --- | --- |
| 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 | |

**Candidacy Requirements:**

When all requirements, exclusive of the thesis, have been met a student has achieved PhD Candidacy. The department expectation is that students achieve candidacy by the end of year two. School of Graduate Studies policy requires that candidacy is achieved no later than the end of year three. Students who have not achieved candidacy by the end of year three will not be permitted to register in future sessions unless an extension has been approved.

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

|  |  |  |
| --- | --- | --- |
|  | **Complete? Y/N** | **If not complete, provide timeline details to complete this requirement** |
| Coursework |  |  |
| PhD Comprehensive Exam |  |  |
| Proposal Exam |  |  |

**Research Requirements:**

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

|  |  |  |
| --- | --- | --- |
|  | **Completed? Y/N**  **n/a** | **Timeline, location and nature of travel or other comments** |
| Ethics Review[[1]](#footnote-2) |  |  |
| Travel for data collection, conferences or training[[2]](#footnote-3) |  |  |

**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.); professional development; publications/presentations. Attach additional pages if necessary: |

**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: |
| 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  *The student should only sign this form after supervisor comments have been completed.* | Supervisor’s Signature |
| OFFICE USE ONLY  Associate Chair’s Signature | Entered in ROSI  Saved to Student Record |

1. Policy on Research Involving Human Subjects: <https://governingcouncil.utoronto.ca/secretariat/policies/human-subjects-policy-research-involving-june-29-2000> [↑](#footnote-ref-2)
2. Off-Campus Activity and Safety Abroad policy: http://geography.utoronto.ca/graduate-geography/resources-for-current-students/ [↑](#footnote-ref-3)