Research progress reporting is mandatory for Doctoral students and recommended for Master's thesis students. This report must be completed in full **at least annually** at face-to-face meetings between thesis students, their supervisors, and supervisory committee member(s). All parties can consult resources related to progress tracking policy and practical advice here.

Students and supervisors can find progress tracking form due dates in the student's degree audit on myProgress, in the milestones section. Once the progress tracking form is completed and signed, students should upload the signed form on myProgress (instructions).

In cases where the student has missed a progress tracking milestone deadline and has not responded to the Unit within 4 weeks after being contacted by them, the report may be completed in the student's absence, and progress may be judged unsatisfactory. The Unit or GPS may also opt to mark that progress tracking milestones as incomplete or unsatisfactory in myProgress.

All Doctoral students are required to apply for at least one federal and one provincial award each year they are eligible.

STUDENT NAME

STUDENT ID

DEGREE AND YEAR   DEPARTMENT

SUPERVISOR NAME

CO-SUPERVISOR NAME (IF APPLICABLE)

Check all that apply: This form is a(n)

☐ **first** report to set objectives for first-year students
☐ **regular** report done every_____month(s)
☐ **interim** report
☐ **comprehensive exam** report

For a **first report**, students complete the **Objectives** box only. For subsequent reports, students complete all boxes on this page.

OBJECTIVES and timelines are jointly agreed upon by student and supervisor(s) for the next meeting in_____month(s) (e.g., courses, ethics approval, required training, chapter submission, data collection, initial thesis submission, external funding applications - specify which awards based on eligibility).

OBJECTIVES SET at a previous meeting should be available for review at the current meeting.

STUDENT REPORTED PROGRESS toward stated objectives, other accomplishments, and/or student's notes on progress (e.g., conference presentation, award, submitted article, rationale for priorities, report on external funding applications: specify awards applied for or explain why you didn't apply). To ensure that students have a voice in this report, and to support or counterbalance the evaluation on p. 2, **only the student may report on progress in this box**.

I have completed:

COURSEWORK   Yes ☐   No ☐   N/A ☐   **LAB SAFETY TRAINING**   Yes ☐   No ☐   N/A ☐

ETHICS APPROVAL   Yes ☐   No ☐   N/A ☐

EXTERNAL FUNDING APPLICATIONS   Yes ☐   No ☐

STUDENT SIGNATURE_____   DATE_____

EVALUATION of progress toward objectives (to be completed by supervisory committee at the meeting)

	Research plan	Research skills	Requisite knowledge*	Research accomplishments	**Overall**
Satisfactory	☐	☐	☐	☐	☐
Unsatisfactory	☐	☐	☐	☐	☐ †
Not applicable	☐	☐	☐	☐	☐

†A first **overall** unsatisfactory report must lead to a follow-up progress tracking meeting, held not sooner than 4 months after the first report and not later than 6 months after the first report.

IF UNSATISFACTORY, PLEASE MARK DEADLINE FOR FOLLOW-UP REPORT: _____.

Failure to meet **overall** objectives on two Reports (not necessarily successive) constitutes unsatisfactory progress towards the degree and, if recommended by the academic unit, the student will be withdrawn from the University (Progress Tracking Policy).
Important: the supervisory committee can mark other sections as unsatisfactory, without indicating an overall unsatisfactory decision.

*Requisite knowledge is often developed through coursework, which may be commented on in the box below. However, unsatisfactory progress in coursework alone cannot lead to an unsatisfactory progress report because a separate Failure Policy governs coursework.

DETAILED EXPLANATION of the evaluation with comments on related areas, such as coursework, presentation and organizational skills, research progress to date, project knowledge, research/laboratory skill development, future plans, progress towards thesis writing, areas for improvement etc., as appropriate.

Award Holders

Award holders who are registered full-time must limit the number of hours of employment to **180 hours per term**.

☐ I did not work any additional hours to my full-time research.

☐ I worked _____ hours during my award year.

    └ Nature of paid work: _____ .

Anyone listed below who does not agree with the statements and evaluation in this Report must attach an explanation. If any document has been attached to this report, please check here: ☐

In case of disagreement, the student or supervisor should consult the Unit's Graduate Program Director or a GPS Associate Dean.

Regulation on Conflict of Interest and Recognizing Conflicts - **If anyone checks YES below, the form must be submitted to the Dean of GPS with an explanation. If there is any doubt, contact the appropriate GPS Associate Dean. For guidance on how to disclose a Conflict of Interest, click here.

Names	*I agree with the statements and evaluation in this Report.*	*Has a conflict of interest arisen in respect of any of the parties signing?** (See examples)*	_____ DATE **Signatures below are mandatory. Everyone must be present to discuss and complete all the sections at the meeting.**
_____ * STUDENT	Yes ☐ No ☐	Yes ☐ No ☐	_____ STUDENT
_____ * SUPERVISOR	Yes ☐ No ☐	Yes ☐ No ☐	_____ SUPERVISOR
_____ * CO-SUPERVISOR (if applicable)	Yes ☐ No ☐	Yes ☐ No ☐	_____ CO-SUPERVISOR (if applicable)
_____ * COMMITTEE MEMBER	Yes ☐ No ☐	Yes ☐ No ☐	_____ COMMITTEE MEMBER
_____ OTHER MEMBER (Role:_____)	Yes ☐ No ☐	Yes ☐ No ☐	_____ OTHER MEMBER
_____ OTHER MEMBER (Role:_____)	Yes ☐ No ☐	Yes ☐ No ☐	_____ OTHER MEMBER
_____ OTHER MEMBER (Role:_____)	Yes ☐ No ☐	Yes ☐ No ☐	_____ OTHER MEMBER

GPD approval is required on all Progress Tracking Reports; attendance at the meeting is not.

If the GPD has signed above as the supervisor, a committee member or the unit representative replacing a committee member, the Chair must sign here. If the GPC and Chair both have one of these roles, the Faculty Associate Dean can sign. GPDs can sign directly here, or via D2 (see instructions).

GPD (Chair/AD) Name: _____   **Signature**: _____