



COMPUTER SCIENCE -- ANNUAL GRADUATE STUDENT PROGRESS REPORT

The purpose of the annual report is to support the successful progress of a student through a graduate program.

The review of accomplishments and milestones achieved during a 12-month review period is a constructive tool to move forward successfully. Achievements need to be acknowledged and rewarded. Possible impediments need to be examined and actions for their removal agreed upon.

The progress report must be compiled and submitted at least once in every 12 month period of a graduate program. The expected submission date is August 1 of each year. Failure to submit a progress report may result in students being unable to register for the following term.

The expected procedures for the submission of the annual report are as follows:

1. Students should supply the information required to complete a report well in advance of the submission deadline. This information includes: name and student number, courses, TA work, financial support, co-op work-terms, etc..
 2. Supervisors should present the information, together with their evaluation, to the other members of the Supervisory Committee and collect any pertinent feedback.
 3. Supervisors should summarize the complete evaluation from the committee in writing.
 4. Students and supervisors should meet and discuss the evaluation.
 5. Any actions expected for the continuing time in the program should be articulated in writing and agreed upon.
 6. Students have the opportunity to attach their comments in writing.
 7. Both students and supervisors must sign the final document.
- ⇒ The signature of the supervisor acknowledges that the supervisory committee has been consulted and the report has been discussed with the student.
- ⇒ The signature of the student acknowledges that the report has been discussed with the supervisor and an opportunity given to include comments.

A template form is available from the department as a guide and is attached here. It is not necessary to use it, but it may be helpful to some. Any other format is acceptable as long as it includes the crucial elements, namely: the total work accomplished, the evaluation of the work by the supervisor and the committee, the comments by the students, any expectations for the future, and the relevant signatures and dates.



University
of Victoria

COMPUTER SCIENCE --ANNUAL GRADUATE STUDENT PROGRESS REPORT

Last name, Given name

Report Date (Ex. 30 JUL 2024)

Student ID
V00

MSc thesis

599

PhD

MSc project
598

MSc project
597

Entry point
(Ex. MAY 2023)

Expected Completion
Date (Ex. DEC 2025)

To be completed jointly by the student and supervisor, in consultation with the Supervisory Committee.

Breadth Requirement Completed YES NO

PhD Candidacy Requirement Completed YES NO

SUPERVISORY COMMITTEE MEMBERS (List names)

Indicate Role--

Supervisor or Co-Supervisor

Co-Supervisor - if applicable

Member #2 (Departmental Member)

Outside Member - PhD only

COURSEWORK (List the last 12 months)

CSC 595 COMPLETED? YES NO

Course Number

Course Title

Term (Ex. 2024/SEP)

TA and TEACHING WORK (List the last 12 months)

Term

Course(s)

Position(s)

Total Hours

FINANCIAL SUPPORT (List the last 12 months)

Start Date

End Date

Source

Amount

WORK TERMS or PROFESSIONAL ACTIVITIES: (200 character limit)

RESEARCH ACTIVITY - List topic, proposal, plan achievements, etc.,: (700 character limit.)	
Is the progress of the student satisfactory? YES NO OTHER (explain in comments below)	
COMMENTS by the supervisor (attach additional page if necessary)	
COMMENTS by the student (attach additional page if necessary)	
<i>FOR ACTION: List item(s) and expected completion date</i>	
Supervisor signature	Date:
Committee member signature(s)	Date:
Student signature	Date:

The signature of the supervisor acknowledges that the report has been discussed with the student. The committee member signature(s) acknowledge that the comments reflect the majority findings of the committee. The signature of the student acknowledges that they have received and read the comments and action items.