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.

Email to: gradsec@csc.uvic.ca   Graduate Secretary to submit to Graduate Advisor.

(FORM revised: MAY2017)

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Last name, Given name	**Report Date** (Ex. 30 JUL 2015)

Student ID **V00**	MSc thesis **599** PhD MSc project **598** MSc project **597**	**Entry point** (Ex. MAY 2014)	**Expected Completion Date** (Ex. DEC 2016)

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
	Outside Member - **PhD only**

COURSEWORK (List the last 12 months)   **CSC 595 COMPLETED?   YES   NO**

Course Number	Course Title	Term (Ex. 2014/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 additonal page if necessary)

COMMENTS by the student (attach additional page if necessary)

FOR ACTION: List item(s) and expected completion date

Supervisor signature	Date:
Student signature	Date:

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.