Progress Review Form

This form is to be used for graduate student progress review meetings. Procedures to be followed in relation to this form are given in the body of the Department of Mechanical Engineering Graduate Handbook.

Attached additional pages if space is required for individual item responses.

# Part A

|  |  |
| --- | --- |
| **Student name** |  |
| **UVic V00 number** |  |
| **Degree program (MASc, PhD)** |  |
| **Primary supervisor(s)** |  |
| **Committee members** |  |
| **Program start date** |  |
| **Most recent previous review meeting date** |  |
| **Meeting date** |  |

**Courses completed:**

**Outstanding program requirements & planned coursework (with anticipated dates):**

**Seminar series attendance and presentations:**

**Comments on working environment** (e.g. lab space, lab group meetings, lab-mates, supervisor(s), meeting frequency, etc.):

**List timeline goals to end of degree:**

**Current working title for thesis:**

**Report on any challenges or barriers to research progress encountered:**

**Report on research progress since previous review against previously defined objectives:**

**Report on progress towards committee recommendations from previous review** (Address specific recommendations):

**List research objectives for next 6 months:**

**List projected research contributions for final thesis** (List already completed and future planned):

# Part B Committee Evaluation

**Committee evaluation rubrics**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | Excellent | Very Good | Satisfactory | Needs Improvement1 | Unsatisfactory1 |
| Academic (course) progress |  |  |  |  |  |
| Continuously updated literature review to inform research |  |  |  |  |  |
| Acquisition of necessary knowledge/skills for research area  |  |  |  |  |  |
| Research objectives (re)definition |  |  |  |  |  |
| Research plan |  |  |  |  |  |
| Progress towards final thesis & publications |  |  |  |  |  |
| Overall2 |  |  |  |  |  |

1 Ratings of ‘Needs Improvement’ or ‘Unsatisfactory’ in any criteria require written feedback comments from the committee to stating the deficiencies and strategies for the student to mitigate or rectify the deficit.
2 An overall rating of ‘Unsatisfactory’ requires further action as detailed in §10.2 of the MechE Graduate Handbook.

**Feedback comments on progress, objectives and work plan :**

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Signature** | **Date** |
| **Supervisor Name** | **Signature** | **Date** |
| **Co-Supervisor Name** | **Signature** | **Date** |
| **Committee Member Name**  | **Signature** | **Date** |
| **Committee Member Name**  | **Signature** | **Date** |
| **Committee Member Name**  | **Signature** | **Date** |
| **Graduate Program Director1** | **Signature** | **Date** |

1 Graduate Director signs only in case of ‘Unsatisfactory’ evaluation to acknowledge any recommendations and actions proposed by the committee.