

GENERAL INSTRUCTIONS FOR COMPLETION OF THE PROGRESS REPORT

All NSERC and SSHRC holders should make systematic and consistent progress in their research. Therefore, an annual research progress report, detailing the achievements of the previous year and the objectives for the next year, is required by the national research councils and must be submitted to the Faculty of Graduate Studies.

Award holders must complete the attached Progress Report and submit it to their thesis supervisor for review. The thesis supervisor needs to review the student's progress and, if deemed unsatisfactory, he or she will make appropriate recommendations. The departmental Graduate Advisor in the discipline will do likewise.

The complete report will be kept in the student's file at the Faculty of Graduate Studies for review by the national research councils.

SECTION A - To be completed by the student

Students will complete the Report Form taking into account the following elements:

What progress was made during the previous year toward completing the program requirements (courses, comprehensive examination, thesis, etc.)?

What progress was achieved during the previous year with respect to professional development in the program of studies (conference presentations, publications, etc.)?

What program requirements (courses, comprehensive examination, thesis, etc.) still need to be completed? Please specify the completion deadlines for outstanding program requirements, including the specific objectives for meeting these in the next year.

Other comments, if any.

SECTION B - To be completed by the Thesis Supervisor

Thesis supervisors should complete the questions on the form and provide additional comments regarding the student's progress. If progress is not satisfactory, please attach documentation outlining the assessment of the progress.

SECTION C - To be completed by the Department Graduate Advisor

The Department Graduate Advisor must review and sign the report. If progress is not satisfactory, the Graduate Advisor/and or the Thesis Supervisor should attach documentation outlining what measures have been or will be taken to redress the situation.

Complete reports must be received by the Faculty of Graduate Studies.

****PLEASE BE ADVISED THAT AWARD INTALLMENTS FOR THE FOLLOWING TERM WILL NOT BE RELEASED TO THOSE STUDENTS WHO HAVE NOT SUBMITTED A SATISFACTORY PROGRESS REPORT. ****

UNIVERSITY OF VICTORIA
NSERC/SSHRC ANNUAL RESEARCH PROGRESS REPORT

(Please type or print - document NOT TO EXCEED one page)

Name: _____ **Student #:** _____

Department: _____ () Masters () Ph.D.

SECTION A **Student's Report** (Refer to the questions outlined in the General Instructions.)

Student's Signature _____ Date _____

SECTION B **Thesis Supervisor's Comments**

1. How often do you meet with the student? () Weekly () Monthly () Every two months () Rarely or never

2. When do you expect the thesis to be submitted? (Date) _____

3. What is your general assessment of the student's progress during the past year?
() Excellent () Very Good () Good () Fair () Inadequate (attach any relevant documents)

Comments:

Supervisor (Printed Name) _____ Signature _____ Date _____

SECTION C **Departmental Graduate Adviser's Comments**

() Fully Satisfactory Report
() Unsatisfactory Report (Please indicate what measures have, or will be taken to redress the situation and attach any relevant documents.)

Graduate Advisor (Printed Name) _____ Signature _____ Date _____