

GENERAL INSTRUCTIONS FOR COMPLETION OF THE PROGRESS REPORT

All NSERC 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:

- general information regarding the progress made towards the research objectives identified at the time of application
- details of the time spent by the student working on this project at the company location (a minimum of 20% of time)
- if the student was unable to spend 20% of his or her time at the company during the first year of the scholarship, the reasons should be given and a proposal included for making up the time in the second 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.

****PLEASE BE ADVISED THAT PAYMENT FOR THE SECOND YEAR OF THE IPS IS CONTINGENT UPON THE PROGRESS REPORT PROVING SATISFACTORY TO NSERC**

**UNIVERSITY OF VICTORIA
NSERC IPS 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