

## History Department PhD Annual Progress Report

In order to adhere to the Faculty of Graduate Studies Supervision policy, the supervisory committees of Ph.D. students must complete a progress report each year. The first review of a student would normally take place after the first eight months of coursework. Reviews will continue each year that the student remains registered in the program until program completion. Ph.D. Progress Reports are due April 20.

A Ph.D. supervisory committee must have at least three members, one of whom is the primary supervisor, one may be a co-supervisor. At least two of the members must be from the home academic unit. One of the members must be from outside the home academic unit. All must be members of the Faculty of Graduate Studies. Other possible configurations include co-supervisors and/or a second reader who is a faculty member at another institution granted adjunct status at the University of Victoria. The external assessor is NOT a member of the committee.

The student will meet with the committee in advance of the report's submission to communicate their progress and discuss their research. Any concerns that the committee has about unsatisfactory progress must be addressed directly with the student at that meeting, and the student must be given a chance to respond. In drawing up their report, the committee can also discuss the student's progress without the student's presence.

The supervisor will send a copy of the report, signed by members of the supervisory committee, to both the graduate secretary and the student. The student will then sign this form and email it to the graduate secretary and their supervisor. Students may also include (if they choose) written feedback on their own progress.

The report and the student feedback will be reviewed by the graduate advisor. Students whose progress is judged by their supervisory committee to be unsatisfactory will meet the graduate advisor, together with their supervisor, to discuss goals for the following six months that aim to remedy the situation. Students who receive two consecutive unsatisfactory reports will be withdrawn from the program.

Student Name	V#	Program	<input type="checkbox"/>	PhD
		Program Start date:		
		Current Year:		

**List of meetings in the past 12 months:**

Meetings with Supervisor:	Meetings with Committee Member:

**Extent of research and writing accomplished in past 12 months:**

Factors that have hindered or may hinder student progress:

Actions taken to remedy these deficiencies:

Goals and Timeline for next 12 months:

Overall Academic Progress in last 12 months:

Excellent	Satisfactory	Unsatisfactory
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Further comments on progress:

Anticipated Date of next formal review:

Committee	Name	Signature	Date
Supervisor			
Co-Supervisor (if applicable)			
Member			
Member			
Graduate Advisor			

Student Signature:	Date: