



Annual Progress Report For PhD and PhD-Track Program

The purpose of the Annual Progress Report is to fulfill university policy requirements for yearly evaluations, to confirm that students are making satisfactory progress, and to assist students when they are not making adequate progress. The report consists of two sections.

SECTION A - To be completed and signed by the student

The reporting period should be from May 1 last year to April 30 of the current year. Students should complete the section A in response to the following questions:

1. What progress was made during the previous year toward completing the program requirements (CCR, RPE, candidacy, thesis, etc.)? What progress was achieved during the previous year with respect to professional development in the program of studies (conference presentations, publications, training, etc.)? Did the progress meet or surpass the objectives set at the beginning of the year?

2. What program requirements still need to be completed? What are the specific objectives for meeting these in the next year?

SECTION B - To be reviewed by the Supervisory Committee and completed by the supervisor

All PhD students are required to meet with their supervisory committee at least once per year. As it can be challenging to coordinate a meeting with the entire committee, we recommend a more flexible approach—such as meeting with committee members individually either in person or online—to fulfill this requirement. The supervisory committee should review the annual progress report and make an assessment on the student's progress, which will contain: **satisfactory on schedule**, **satisfactory with suggestions**, **unsatisfactory**, and the committee's **feedback/suggestions** on the progress of the student. If progress is not satisfactory, please consult with the Associate Head of Graduate Affairs (ah-grad@cs.ubc.ca) as soon as possible.

If the supervisory committee is not formed yet for some students, e.g. the first year PhD or PhD-Track students, they can submit their reports to the supervisor(s) for approval.

Exceptions: All PhD and PhD-Track students are required to submit the annual progress report unless their thesis has been submitted to Faculty of Graduate and Post Doctoral Studies for submission to the external examiner.

SUBMISSION PROCEDURES

Once completed, the student or the supervisor should submit the full report to the Graduate Program Manager (grad-admin@cs.ubc.ca) by May 31 of the year.



SECTION A

To be completed and signed by the student

PART 1: General Information

Name:	Email:
Student #:	Program Start Date (yyyy/mm):

Supervisory Committee

Supervisor 1.

Co-Supervisor 2.

Other Committee Members (include department/name of organization if the member is from outside this department):

3.	_____	Last meeting date (yyyy/mm/dd)	_____
4.	_____	Last meeting date (yyyy/mm/dd)	_____
5.	_____	Last meeting date (yyyy/mm/dd)	_____
6.	_____	Last meeting date (yyyy/mm/dd)	_____

In general, graduate students who establish their supervisory committees early in their programs and who meet with their committees regularly, tend to be provided with more effective support throughout their degree progression. If you have not struck a supervisory committee, when do you expect to strike one?

Official leave for personal, medical, or professional reasons for the reporting period.

Type of Leave	Start Date (yyyy/mm/dd)	End Date (yyyy/mm/dd)	Additional Notes

Please list any other outside activities not directly related to your research that are not listed above (e.g. internships, Co-op, professional training, workshops, seminars), start and end dates, and a brief description of the activities (1 to 2 sentences).

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Exceptional Circumstances

Describe any interruptions or exceptional circumstances that affected your academic progress during the reporting period.

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PART 2: Talks, Conference Presentations, Publications (papers submitted or accepted for publication, in press or in print) for the reporting period.

Please list the accomplishments since May 1 last year. Include papers that have been submitted, in press or in print.

Examples of accomplishments to include are:

1. Papers published or accepted in refereed journals;
2. Papers submitted to refereed journals;
3. Other refereed contributions (e.g., technical reports, conference presentations, posters, etc.);
4. Patents and copyrights (e.g., software but not publication copyrights).

For papers, indicate the full authorship as it appears/will appear in the original publication, year, title, publication name and volume, and number of pages. For conference papers, it is also a good place to provide information on the quality of the conference, acceptance rate (if known), and any awards or recognition your paper may have received.



PART 3: Academic Progress

The basic requirements for a doctoral student to be admitted to candidacy are:

- 1. Passing the Research Proficiency Evaluation (RPE)
- 2. Completing the Comprehensive Course Requirement
- 3. Successfully defending the Thesis Proposal Exam

Completing the first two milestones fulfills the G+PS Comprehensive examination requirement. Completing the first three milestones enables the student to be admitted to candidacy. Students are normally expected to complete their comprehensive examination within **24 months** from the date of initial registration. It is required that all doctoral students be admitted to candidacy within **36 months** from the date of initial registration. Candidacy extension may be permitted by the Dean of Graduate Studies in exceptional circumstances.

RPE	
Have you passed your RPE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived (if you completed the Master's degree from UBC CS Department under the same supervisor)	
If no, when do you anticipate passing your RPE?	DATE _____

Coursework: please only list the courses completed during the reporting period.		
Have you successfully completed all of the courses in your Comprehensive Course Requirement: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Course Prefix & No.	Title	Grade or Percentage

Please list course(s) that you plan to take this <u>coming</u> year	
Course Prefix & No.	Title



Thesis Proposal Defense:

Have you defended your thesis proposal?

☐ Yes

☐ No

If no, when do you anticipate completing the thesis proposal
DATE

Give a brief summary of the progress that was made during the previous year toward completing the program requirements (courses, comprehensive examination, candidacy, thesis, etc.)? Did the progress meet or surpass the objectives set at the beginning of the year?



PART 4: Awards

Awards: Please list awards with award name, start and end date, and value			
Award Name	Start Date (yyyy/mm/dd)	End Date (yyyy/mm/dd)	Value

PART 5: Goals

Please describe the intended accomplishments for the coming year.
If you have not been admitted to candidacy, please indicate your plans for completing this requirement.



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DEPARTMENT OF COMPUTER SCIENCE
Annual Progress Report

Do you have any feedback or suggestions about the program? (Optional)

I confirm that all the information provided in this form is true, complete, and accurate to the best of my knowledge.

DATE

STUDENT SIGNATURE



SECTION B

To be reviewed by the supervisory committee and completed by the supervisor

1. How often does the supervisor(s) meet with the student?

☐ Weekly ☐ Biweekly ☐ Monthly ☐ Every 2 months ☐ Rarely or never

2. What is the general assessment on the student?

(If the Supervisory Committee has not been established, the supervisor is responsible for this part of the assessment)

☐ Satisfactory on schedule ☐ Satisfactory with suggestions ☐ Unsatisfactory

If the student's performance is unsatisfactory, please consult with the Associate Head of Graduate Affairs as soon as possible.

3. Any additional feedback or suggestions for the student?

Name of Supervisor

Signature

Date(yyyy/mm/dd)

Name of Supervisory Committee Member

Signature

Date(yyyy/mm/dd)

Name of Supervisory Committee Member

Signature

Date(yyyy/mm/dd)

Name of Supervisory Committee Member

Signature

Date(yyyy/mm/dd)

Name of Supervisory Committee Member

Signature

Date(yyyy/mm/dd)

At least two signatures are required: the signatures of the supervisor and one supervisory committee member. If the student has a co-supervisor, then the signature of another committee member is required. If a supervisory committee has not yet been formed, only the supervisor's signature is required.