



Annual PhD Progress Report

All PhD students are required to meet with their supervisory committee at least once a year and to submit an annual report. The report must describe the past year's activities and plans for the next year. PhD students should discuss the report with their supervisory committee and obtain their approval before submitting the report to the Graduate Program Administrator. The **reporting period should be from May last year to April of the current year.**

PART 1: General Information

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

Supervisory Committee	
Supervisor	1.
Co-Supervisor	2.
Other Committee Members (include department/name of organization if the member is from outside this department):	
	3.
	4.
	5.
	6.

List of activities outside the department not directly related to your research (e.g. internships, employment, MiTACs internship ...etc.). start and end dates and a brief description of the activities (1 to 2 sentences).

Unofficial leaves (eg. Internships, work term) Time away from the program for the reporting period.			
Type of Leave	Start Date (mm/yy)	End Date (mm/yy)	Give a brief description of the activity: Please specify the name of the organization, city and country

Official leave for personal, work or medical reasons for the reporting period.		
Type of Leave	Start Date (mm/yy)	End Date (mm/yy)

Please list any other outside activities not directly related to your research that are not listed above.



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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 April 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).
5. Awards, recognition of technical achievements
6. Research progress

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.



A large, empty rectangular box with a thin black border, intended for the student to write their annual PhD progress report.



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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.

Coursework		
Have you successfully completed all of the courses in your Comprehensive Course Requirement: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please list course(s) taken from May last year and include courses that you have not successfully completed.		
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? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, when do you anticipate completing the thesis proposal defense. DATE

My Supervisory Committee has approved this report <input type="checkbox"/> Yes	DATE
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Attachment: Please provide the following additional information as part of your Annual Progress Report.

Part 1: Academic progress for the **past year**

Part 2: Goals (describe intended accomplishments) for coming year.

Part 3: If you have **not been admitted to candidacy, please indicate your plans for completing this requirement.**



Annual Review Process

The purpose of the annual review is to:

- comply with university policies requiring annual evaluation
- ensure that the student has been making satisfactory progress
- permit the Graduate Affairs committee to assist students when they are not making adequate progress

The review consists of two parts.

Part 1: Submit the Annual Progress report

All PhD students should submit the reports to their supervisor(s) and supervisory committee to obtain their approval by end of May before submitting to the Graduate Program Administrator (grad-admin@cs.ubc.ca). If the supervisory committee is not formed yet for some students, e.g. the first year PhD students, they can submit their reports to the supervisor(s) for approval.

Part 2: Annual Supervisory Committee Meeting

Once the committee approves the report, the supervisory committee will meet with the student to discuss the summary and the supervisor(s) will submit a brief report of the meeting to the Graduate Program Administrator (grad-admin@cs.ubc.ca) by end of June, which will contain:

- a decision on the student's progress, which will be one of
 - satisfactory, on schedule
 - satisfactory, with suggestions
 - unsatisfactory progress
- the committee's comments/suggestions on the progress of the student (optional)

Exceptions to the supervisory committee meeting

PhD students in the following categories are NOT required to have the supervisory committee meeting but they should still submit the annual progress report:

- If you are in your first year from your initial registration (***students who transfer into the PhD program from the MSc program without completing the MSc are deemed to have started the PhD program on the date that they initially registered in the MSc program***); or
- If you passed your RPE after August of last year; or
- If you defended your PhD thesis proposal within the last 6 months; or
- if your thesis has been submitted to Faculty of Graduate and Post Doctoral Studies for submission to the external examiner.

FAQ

1. **This is the first year of my PhD program but I transferred from the MSc program. Will I need to submit an annual report?**

Yes, you'll need to submit an annual report because your start date of your PhD program is considered to be the initial start of your MSc program.