



### FGSR Annual Progress Report

All PhD students are required to submit an annual progress report to their supervisory committee every twelve months for review and approval. The first progress report is due one year after the start of the program (ex: program start is Fall 2021 term, the first report will be due by the end of the Fall 2022 term). Completed reports are to be sent to [Grad.ExecutiveAssistant@uregina.ca](mailto:Grad.ExecutiveAssistant@uregina.ca). This report forms part of the student's official file.

Student Name: _____	Student ID Number: _____
Semester Submitting Report: _____ Program: _____ Program Start Date: _____	
10-Winter; 20-Spring/Summer; 30-Fall	

#### SECTION A: STUDENT'S REPORT

Provide a brief description of the completed research and any remaining research

Provide a tentative timeline for completion

Requirements / milestones	Expected Completion Date (Semester / Year)
Thesis Defense	



**SECTION B: COMMITTEE MEMBERSHIP TO BE COMPLETED BY SUPERVISOR**

All committee members must be accredited with FGSR. Accreditation information can be found [here](#).

Student's Supervisor: Name and Academic Unit	Co-Supervisor (if applicable)
1. _____	2. _____
Internal Supervisory Committee Members: Name and Academic Unit; <b>two members are to be from the home academic unit</b>	
1. _____	2. _____
3. _____	4. _____
Internal to the U of R but external to the Student's Academic Unit: Name and Academic Unit	
1. _____	

**SECTION C: SUPERVISOR'S COMMENTS**

Provide a general assessment of the student's progress during the past year.



**SECTIONS D AND E ONLY APPLY TO STUDENTS REGISTERED IN MAINTENANCE COURSES**  
**IF THIS DOES NOT APPLY TO YOU, SKIP TO SECTION F.**

All students who have completed all required research credit hours and are in Maintenance of Candidacy are required to complete Sections D and E. The student's supervisor is to schedule a meeting for the student to provide a research progress update to the committee. The supervisory committee members must complete Section D and return the form to the student for their response.

**SECTION D: SUPERVISORY COMMITTEE'S EVALUATION**

Meeting Date & Time:	
1.	Has the student completed all course work:
2.	Has the student completed the comprehensive exam (if required):
Supervisory committee's evaluation on the progress of the student:	
1.	Program objectives and planned research work:
2.	Current research progress (thesis writing, presentations and publications):
3.	Remaining work for completing PhD program:
4.	Is the student's progress satisfactory? YES      Expected term for thesis submission and defense: _____ NO      FGSR will meet with the academic unit, the supervisor(s) and the student for possible academic action.
Additional Notes:	



Signatures are required only for students in Maintenance of Candidacy		
Supervisor's Name	Supervisor's Signature	Date
Co-Supervisor's Name	Co-Supervisor's Signature	Date
Committee Member's Name	Committee Member's Signature	Date
Committee Member's Name	Committee Member's Signature	Date
Committee Member's Name	Committee Member's Signature	Date
Committee Member's Name	Committee Member's Signature	Date

**SECTION E: STUDENT'S RESPONSE TO SUPERVISORY COMMITTEE'S EVALUATION:**

(The supervisor discusses the supervisory committee's evaluation with the student and the student provides response to the evaluation. Then the student signs the form and submits it to Department/Unit and FGSR for approval).

**SECTION F: SIGNATURES REQUIRED PRIOR TO SUBMITTING**

The undersigned acknowledge that they have reviewed this form. The student's signature does not indicate agreement with the supervisory committee's evaluation

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Co-Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head/Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

<b>INTERNAL USE ONLY</b>	
FGSR Dean: _____	Date: _____
Time Limit: _____	Supervisor(s) Contacted: Yes _____ No _____

Revised May 2022