Faculty of Health Sciences

Annual Progress Report Checklist

Please note: The Student and the Senior Supervisor are responsible for completing the steps as outlined in this checklist; the timeline is suggested. Students who fail to submit a completed Annual Progress Report form by the last day of class during the semester in which it is due, will not be allowed to register for the next semester.

I. Senior Supervisor (SS) and Student:
   A. 4 – 6 months in advance: Contact the Supervisory Committee (SC) and schedule a meeting (reserve a room and AV cart if required).
   B. 2 weeks or more in advance:
      1. The Student will present the SS with a brief written overview of progress during the past year; this will be provided to the SC in advance of the Annual Progress Meeting.
      2. The Student and the SS will develop a coursework plan and research plan for the coming year, to be provided in advance of the Annual Progress meeting. The SS should prepare a brief written preliminary evaluation that is shared with the Student, and that will be provided at the Annual Progress meeting as a starting point for discussion with the SC. (Send reminder of the upcoming meeting to the SC members).
      3. Fill out the Annual Progress Report form with this information, including appendices (e.g., Student’s progress report and plans for the coming year.)
   C. 1 week in advance: Submit documents for the Annual Progress Meeting to the members of the SC. Include a reminder of the meeting’s date, time and place.

II. At the meeting
   A. The Student should present his/her progress over the past year and plans for the coming year, including proposed coursework, planned attendance at scientific meetings, planned publications, and plans for the comprehensive exam (PhD only), thesis proposal, or thesis submission and defence.
   B. Contents of the Student’s progress report:
      1. Review of the current year
         a) List of Student’s courses taken during the MSc/PhD program to date and grades;
         b) Summary of research progress including meetings attended, submission of publications, and presentations,
         c) Other relevant progress, such as training, workshops, professional development activities;
         d) Sources and amounts of funding for the current year; determine if the Student is fully funded (Note: In FHS, full funding is considered to be $21,000 for PhD Students and $18,500 for MSc Students.)
      2. Plans for the coming year:
         a) Develop a research plan.
         b) Identify proposed coursework, comp exam (PhD only), thesis proposal (MSc and PhD) and/or thesis defence (MSc and PhD).
c) Plans to prepare and submit manuscript(s) for publication, attend meetings, present research, attend workshops, etc.

d) Plans for funding in the coming year. Plans to apply for scholarship support and/or research funds with the goal of obtaining full support.

3. Annual Progress Report Form

a) Changes to the draft Annual Report Form should be made as recommended by the SC. The SS should sign the Form, followed by the remaining SC members, each of whom will provide their evaluation (Satisfactory, Satisfactory with Concerns, or Unsatisfactory) and additional comments (optional if the evaluation is Satisfactory).

b) If any member of the SC finds progress Satisfactory with Concerns or Unsatisfactory, the SC should formulate a plan (including milestones of progress and a timeline) and determine when the Student should meet with the SC for another progress report (in most cases there should be a meeting well before the next Annual Progress Meeting). The SS will inform the Chair, MPC and MSc/PhD Graduate Program Assistant by email when this interim meeting has been held and the outcome of it (i.e., that satisfactory or unsatisfactory progress has been made).

III. After the meeting:

A. Submit the completed Annual Progress Report Meeting Form to the MSc/PhD Graduate Program Assistant, room BLU 10713.