**Department of Educational Studies**

**2018 – 2019 Annual Progress Report – PhD**

**To the student:** The purpose of this report is to ensure we have current information on file and to encourage your progress through your graduate program. To reduce paper use and to facilitate data entry, please fill out this form electronically (Part A only), save it and return as an email attachment by **May 31, 2019** to the Graduate Program Assistant at **grad.edst@ubc.ca** Thank you.

**Part A. To be completed by the student.**

**☐** If you would like to speak to the **Graduate Advisor** about your program, please check here.

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| ***Current Contact Information*** |
| **Last Name:**  | **First Name:**  |
| **Address:**  |
| **City:**  | **Province:**  | **Post Code:**  |
| **Home Phone:**  | **Work Phone:**  |
| **Email:**  | **Student #:**  |

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| ***Program Information*** |
| **Current Advisor/Supervisor:**  |
| **Degree:**  |
| **Research topic:**  |
| **Has your research supervisory committee been formed?**  | Yes/No | **Date** (mm/yy) |
| **List your Committee members:** |
| **Have you completed your comp exam?** | Yes / No | **Date** (mm/yy)  |
| **Has your research proposal been approved?** | Yes / No | **Date** (mm/yy)  |
| **Have you been advanced to candidacy?** **Note: The Faculty of Graduate Studies policy stipulates that Candidacy should be reached within 24 months and must be by 36 months of starting a doctoral program.** | Yes / No | **Date** (mm/yy)  |
| ***Please summarize the progress you made in the past academic year toward completing degree requirements and give date of last meeting or date of contact with advisor and/or research committee:*** |

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| ***Coursework plans for coming year.*** |
| **Please list the specific courses or types of courses you intend to take in the next academic year. If coursework is completed, please leave blank. If needed, press “Enter” to produce additional lines of text.** |
| **Course Prefix & No.** | **Title or topic** |
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| **Plans for dissertation work (if you have achieved candidacy) in the next academic year:** |

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| ***Awards/Scholarships/Grants.*** |
| **Please list any awards, scholarships or grants applied for or received in the past academic year. If pending, mark “P”. Press “Enter” to produce new lines of text:** |
| **Date Applied****For** (mm/yy) | **Title** | **Term**(from/to) | **Date Received**(mm/yy) | **Amount** |
|  |  |  |  | **$** |
|  |  |  |  | **$** |
|  |  |  |  | **$** |
| **Remarks:** |

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| ***Publications/Assistantships/Conference Presentations.*** |
| **Please describe any publications you have produced, teaching or research assistantships you have undertaken or conference presentations made in the past academic year:** |
| **Other comments about your progress or plans for the coming year, or your PhD supervision:** |
| **Please list any awards, scholarships or grants you wish to apply for in the 2018-2019 year, with due dates if known.** |

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**To the supervisor:** Please review the information provided in Part A, then complete Part B. To reduce paper use and facilitate data entry, please complete this form and return it via email to the Graduate Program Assistant at **grad.edst@ubc.ca** In addition, please send a copy to the student at the email address indicated in Part A.

**Part B. To be completed by the supervisor.**

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| **Student’s Last Name:**  | **First Name:**  |

|  |  |
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| **Supervisor’s Last Name:**  | **First Name:**  |

**Date of last meeting with student:**

**Is this student making satisfactory progress toward degree completion?**

|  |  |  |
| --- | --- | --- |
| **Yes:** | **No:** | **Concerned:** |

**If “no” or “concerned” please explain:**

**Other comments:**