

Graduate Student Research Progress

This form is used to maintain a record of student progress and to assign a term performance designation in **research** and other **non-course degree requirements**, as per [Policy 170\(b\): Graduate Status, Enrolment and Evaluation](#). Student must complete this form for **every term** in which they are registered. In addition to assigning a performance designation, this report is used as a formal document on research feedback and directions, so thoroughness is encouraged on both the student's and supervisor's side.

It is both student's and supervisor's responsibility to:

1. Meet, discuss the progress, make appropriate comments, and assign a performance designation for dissertation/thesis/MRP progress; and
2. Ensure that the completed form is returned to the Associate Chair / Graduate Program Director by the **due date**¹.

Failure to submit a completed Research Progress form by the term deadline will be interpreted as Unsatisfactory progress and a UNS' designation will be assigned which will result in Provisional Status.

*** For all responses, append additional sheet, if necessary ***

Due Date:		Start Term:	
Student Name:			ID:
Program:	Degree:	Term:	Year of Study:
Supervisor(s) Name(s):			Expected Completion:

Progress to Date

(Report on your research progress to date referring to any term objectives that you may have set in the previous term)

Coursework

(List any graduate and/or professional development courses that you have taken during the past term in order to provide context for the time allocated for research)

Objectives for Next Term

(Outline your proposed research objectives/methodologies/milestones. Be as specific as you can. Attach additional sheet(s) if needed)

Student's Comments

(Include anything that you feel should be brought to the attention of the Associate Chair / Graduate Program Director)

Student Signature: _____

Date: _____

¹ Deadline to submit for Fall Semester is **December 1st**, Winter Semester is **April 1st**, and Spring/Summer semester is **August 1st**. Contact your Graduate Program Administrator for more details.

Supervisor's Evaluation of Student Progress

Rubric:
Exceptional: continuously exceeds expectations; goes above and beyond in all or almost assigned tasks.
Good: meets expectations on regular basis; demonstrates solid and reliable progress.
Fair: meets expectations in general but often needs prompts and guidance.
Needs improvement: progresses but slowly or unevenly; needs constant encouragement.
Unsatisfactory: very little or no progress; low attendance and participation in lab, studio or otherwise; frequent cancellations or missed meetings with supervisor(s).

Breakdown of Performance	Exceptional	Good	Fair	Needs Improvement	Unsatisfactory	Inadequate opportunity to observe
Self-motivation, independence						
Research Skills (e.g. originality, judgement)						
Research Progress						

Supervisor's Comments and Directions for the Next Term (mandatory field).

Be as specific as possible and list/describe methodological steps rather than abstract goals. Attach additional sheet if necessary.

Overall Performance Designation in Dissertation/Thesis/Major Project	INP in Progress	UNS Unsatisfactory	N/A Research has not begun
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Faculty Supervisor's Signature: _____ Date: _____

Faculty Co-Supervisor's Signature: _____ Date: _____

I acknowledge that I have read my supervisor's comments and evaluation, and have discussed / will discuss with them any issues resulting from this evaluation.

Student Signature: _____ Date: _____

Associate Chair / Graduate Program Director's Comments

Associate Chair / Graduate Program Director's Signature: _____ Date: _____