



ANNUAL PROGRESS REPORT FOR FELLOWSHIP HOLDERS

All multi-year fellowship holders should make systematic and consistent progress in their research. Multi-year fellowships can include Tri-Agency (CIHR, NSERC, or SSHRC) doctoral scholarships or fellowships, Four Year Fellowships, Aboriginal Graduate Fellowships, Killam Doctoral Scholarship, and Affiliated Fellowships. An annual research progress report, detailing the achievements of the previous year and the objectives for the next year, is required by the federal research councils and UBC.

Future award payments will be suspended if:

- a satisfactory progress report is not received
- a doctoral student does not advance to candidacy within their [candidacy deadline](#)
- a student is not registered

DEADLINES

Deadlines are based on the anniversary date of fellowships:

June 1 for September awards November 15 for January awards March 15 for May awards

Students who hold multi-year fellowships need to complete this report form and submit it to the Thesis Supervisor for review. The Thesis Supervisor needs to review the student's progress and, if deemed unsatisfactory, make appropriate recommendations. The program Graduate Advisor will do likewise.

The complete report will be kept in the student's file at the Faculty of Graduate and Postdoctoral Studies. CIHR, NSERC and SSHRC progress reports will be made available for review to the federal research councils.

SECTION A - To be completed and signed by the student

Students will complete the report form in response to the following questions:

1. What progress was made during the previous year toward completing the program requirements (courses, comprehensive examination, candidacy, thesis, etc.)? Did the progress meet or surpass the objectives set at the beginning of the year? Please explain.
2. What progress was achieved during the previous year with respect to professional development in the program of studies (conference presentations, publications, etc.)?
3. What program requirements (courses, comprehensive examination, thesis, etc.) still need to be completed? Please specify the completion deadlines for outstanding program requirements, including the specific objectives for meeting these in the next year.
4. Other comments, if any.

SECTION B – To be completed and signed by the Thesis Supervisor

Thesis Supervisors should complete the questions on the form and provide additional comments regarding the student's progress. If progress is not satisfactory, please attach documentation outlining the assessment of the progress.

SECTION C - To be completed and signed by the Program Graduate Advisor

The Program Graduate Advisor needs to review and sign the report. If progress is not satisfactory, the Graduate Advisor and/or the Thesis Supervisor should attach documentation outlining what measures have been or will be taken to redress the situation.

SUBMISSION PROCEDURES TO FACULTY OF GRADUATE AND POSTDOCTORAL STUDIES

By e-mail to graduate.awards@ubc.ca



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(Please type or print)

Last Name	First Name	UBC Student #
Department / Graduate Program	<input type="checkbox"/> Masters	<input type="checkbox"/> Doctoral

Doctoral students only:

Have you advanced to candidacy? Yes. If not, when do you expect to advance to candidacy?

SECTION A Student's Report (Refer to the questions outlined in the instructions.)

Student (Printed Name)	Signature	Date
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SECTION B Thesis Supervisor's Comments

1. How often do you meet with the student? Weekly Monthly Every two months Rarely or never
2. When do you expect the thesis to be submitted (date)?
3. What is your general assessment of the student's progress during the past year? Excellent Very Good Good Fair Inadequate (attach relevant documents)

Please provide details on the student's research progress:

Thesis Supervisor (Printed Name)	Signature	Date
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SECTION C Program Graduate Advisor Comments

- Fully Satisfactory Report
- Unsatisfactory Report (Please indicate what measures have been or will be taken to redress the situation and attach any relevant documents.)

Graduate Advisor (Printed Name)	Signature	Date
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Submit the completed and signed form via email to graduate.awards@ubc.ca