

- What?** Research progress reports are used to monitor progress and provide sufficient feedback to student regarding their dissertation/thesis or paper/portfolio/project.
- Who?** The report should be completed in full between the student and their supervisor(s), followed by the supervisory committee member(s) (if applicable) and lastly, approved by the Graduate Program Director. The form will then be submitted to the School of Graduate and Postdoctoral Studies (SGPS).
- When?** Student research progress is evaluated at the end of each semester for every student in a program with a thesis, project or major paper, starting when the student is engaged in their research. Progress reports should be sent to SGPS with all appropriate signatures by the end of the regular registration period in the following semester.

Student name		Student Number
Ontario Tech email (.net account)	Report Term (e.g.W19)	Degree/program

Student's Report (If extra space is required, please attach a separate page)			
Academic and/or research progress: <i>e.g. Courses completed this past semester; How many courses do you need to complete? What were your research objectives for this past term? Did you achieve them? What are your objectives for the next term? Do you have any other program requirements that are outstanding?</i>			
Do you have any non-academic matters that have affected your progress this term?	<input type="checkbox"/> Yes  <input type="checkbox"/> No	If yes, have appropriate supports been put in place (e.g. through supervisor, Graduate Program Director/SGPS, SAS)?	<input type="checkbox"/> Yes  <input type="checkbox"/> No *** If no, please consult the <a href="#">Services for Grad Students</a> webpage.

Supervisor's (and/or Supervisory Committee) Report (If extra space is required, please attach a separate page)
Academic and/or research progress: <i>Is the progress in terms of course completion and other program requirements in line with expectation of the program? If no, explain. Were the last report's objectives achieved? Is the student on track to complete the program in a timely fashion? If non-academic matters have affected the student's progress, have these been factored in to the assessment?</i>

General Assessment				
Student standing from last report:	<input type="checkbox"/> First report	<input type="checkbox"/> Clear	<input type="checkbox"/> Warning	<input type="checkbox"/> Probation

Overall Evaluation	
What is your general assessment of the student research progress?	
<input type="checkbox"/>	<b>Satisfactory Progress</b>
<input type="checkbox"/>	<b>Difficulty with Progress</b>
<input type="checkbox"/>	<b>Unsatisfactory Progress</b>

Evaluation of Research Progress				
	Satisfactory	Difficulty	Unsatisfactory	N/A
Research progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requisite knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation and work ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note that failure to meet objectives on progress reports may be cited as ground for probation or dismissal from the program of study. **By signing below, all parties acknowledge that the graduate student research progress report has been discussed.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date (dd/mmm/yyyy)

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date (dd/mmm/yyyy)

\_\_\_\_\_  
Co-supervisor Name (if applicable)

\_\_\_\_\_  
Co-supervisor Signature

\_\_\_\_\_  
Date (dd/mmm/yyyy)

**Supervisory Committee (If applicable)**

\_\_\_\_\_  
Committee member Name

\_\_\_\_\_  
Committee member Signature

\_\_\_\_\_  
Date (dd/mmm/yyyy)

\_\_\_\_\_  
Committee member Name

\_\_\_\_\_  
Committee member Signature

\_\_\_\_\_  
Date (dd/mmm/yyyy)

\_\_\_\_\_  
Graduate Program Director Name

\_\_\_\_\_  
Graduate Program Director Signature

\_\_\_\_\_  
Date (dd/mmm/yyyy)