



## 2019 Annual Progress Report

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Mandatory for all continuing LLM and PhD students who have registered in their program for at least three terms (12 months).

All relevant sections of the attached *Annual Progress Report* must be completed by the candidate and two members of their supervisory committee. Please return the \*entire completed report and all relevant documents by **Friday, August 2nd, 2019** to:

Abby Winograd, Graduate Assistant  
[gradlaw@uvic.ca](mailto:gradlaw@uvic.ca)  
Murray and Anne Fraser Building, Room 216

*\*individual sections will not be accepted*

### Purpose of review

The purpose of the annual review is twofold: to ensure that satisfactory progress is being made and to touch base with students in order to identify potential problems with which they may need assistance. To these ends, you are required to complete the attached *Annual Progress Report* and may be asked to participate in a progress interview.

### Submission of Annual Progress Report

This report should not be the first point at which you and your supervisory committee discover there is a problem. However, identifying difficulties in this report may assist in seeking a resolution. The process can only work effectively if you and your committee members provide full and complete information in the report.

All students are required to participate in the annual progress report and some students may be asked to participate in a progress interview to discuss future research plans and a completion timeline.

Once you have completed Section I of the report, please forward it to the two supervisory committee members cc'd on the email alerting you of this process for them to complete Section IIa or IIb. **It is your responsibility to retrieve the completed sections from your supervisory committee and submit the entire report to the Graduate Program Assistant (Abby Winograd) by the deadline.**

An emailed copy of the report is preferred.

### Progress Interview

A progress interview may be scheduled. The interview will be conducted by the Graduate Program Director or a substitute chosen from the Faculty. A copy of the report will be sent to you prior to the interview. The interview may be conducted by telephone if it is impossible for you to attend in person.

### **Outcome of the Progress Report Process**

After reviewing your report, the Director will make a recommendation concerning the continuation of your candidature and will complete Section III. Where any difficulties have been identified, Section III will include a recommended course of action to address those difficulties.

In cases where academic progress is not being made and it appears that continued supervision will not lead to satisfactory completion, this may include a recommendation that you be withdrawn from the program, in which case the procedure stipulated in section 6.15 of Faculty of Graduate Studies, "Graduate Supervision Policy" (<http://www.uvic.ca/graduatestudies/research/home/yoursupervisor/relationship/index.php>), must be followed.

### **Additional information**

To request any of the following changes to your candidature, contact the Graduate Assistant to request information:

- Temporary leave of absence from candidature
- Indefinite withdrawal from program
- Extension of candidature beyond the time limits for the degree

# 2019 Annual Progress Report

## Section I: To be completed by the Candidate

|  |                           |             |
|--|---------------------------|-------------|
| LAST NAME, Given Names:                  |                           |             |
| Student No:                              | Degree: LLM <b>OR</b> PhD |             |
| Date of Entry into the Graduate Program: |                           |             |
| Mailing Address:                         |                           |             |
| Home Phone:                              | Work Phone:               | Cell Phone: |
| Email Address(s):                        |                           |             |

### Supervisory Committee:

| <u>Name</u>          | <u>Dept</u>                    | <u>Role (choose <b>one</b> type of structure)*</u>   |                      |                                |
|----------------------|--------------------------------|--|----------------------|--------------------------------|
|                      |                                | <div style="display: flex; justify-content: center; align-items: center;"> <div style="text-align: center; margin-right: 10px;">↙</div> <div style="text-align: center; margin-right: 10px;"><b>OR</b></div> <div style="text-align: center; margin-left: 10px;">↘</div> </div>                      |                      |                                |
|                      |                                | <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 5px; width: 50%; text-align: center;">Supervisor<br/>Member</td> <td style="border: 1px solid black; padding: 5px; width: 50%; text-align: center;">Co-supervisor<br/>Co-supervisor</td> </tr> </table> | Supervisor<br>Member | Co-supervisor<br>Co-supervisor |
| Supervisor<br>Member | Co-supervisor<br>Co-supervisor |  |                      |                                |
|                      |                                | Member (PhDs only)   |                      |                                |
|                      |                                | Additional Member (only if applicable)   |                      |                                |

\*This should be determined prior to adding the committee member/co-supervisor to your committee. For a list of duties required of each role, refer to the *Guidelines for Supervisory Committees*.

Please list any scholarships you **currently** hold.

|                      |              |
|----------------------|--------------|
| Name of Scholarship: | Expiry Date: |
|                      |              |

### Checklist:

- Have you attached your thesis/dissertation completion timetable and progress statement (Question 4)?
- Have you attached a list of your most recent publications, if applicable (Question 11)?
- Have you attached any confidential comments you wish to make regarding supervision?
- Have you attached Section IIa from your supervisor/co-supervisor?
- Have you attached Section IIb from your member/co-supervisor?
- Have you kept a copy of the entire report for your records?

**Please answer the following questions:**

1. What is your thesis/dissertation title?
2. What is your thesis/dissertation topic?
3. Has this topic changed substantially from when you were admitted to the degree?

YES / NO

If so, in what respect(s)?

4. Please attach to this report a thesis/dissertation completion timetable and brief statement (no more than 1,000 words) indicating the progress of your thesis/dissertation to date. This should include an outline of the thesis/dissertation plus a brief summary of each chapter, including information about what stage draft the material has reached. **Please attach this on a separate page.**

5. Have you completed all your coursework?

YES / NO

If not, please state what remains to be completed and why.

6. What was your latest expected date for completion?

7. Do you expect to submit your thesis/dissertation by the above date?

YES / NO

If not, please give reasons for the delay, and your new expected date of completion.

8. How often do you meet with your supervisory committee? Please give information for each member of your supervisory committee.

9. Do you wish to comment on any aspect of your supervision during the past year? *If you wish to do so on a confidential basis, please submit your comments to the Graduate Assistant in a sealed envelope marked with your full name, student number, degree, and the subject line: "Confidential Comments—Annual Progress Report".*
  
10. Are there ways in which you believe that the Faculty could better assist your work as a graduate student? If so, please specify.
  
11. **Publications:** please include details of any publications from the time you have been enrolled as a research student. These publications form part of the Faculty's annual research report. **Please attach these on a separate page.**
  
12. Are you working for wages in addition to working on your thesis/dissertation? If so, how many hours a week do you work?
  
13. Are there any circumstances that have created problems for you in making progress on your thesis/dissertation and/or program of study?

**Section IIa: To be completed by the Supervisor/Co-supervisor**

Name: \_\_\_\_\_

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

\* Supervisor **OR** Co-supervisor

*\*This should have been determined prior your addition to the committee. For a list of duties required of each role, refer to the Guidelines for Supervisory Committees.*

1. How often did you meet with the candidate during the past year?
  
2. Do you have any comments on the candidate's attached thesis/dissertation completion timetable and statement of progress (Question 4 of Section I)?
  
3. Are you aware of any difficulties that are interfering with the candidate's progress?
  
4. Expected date of completion?
  
5. If you see any problems with the candidate's progress and completion, have you discussed these with the candidate and achieved a resolution?
  
6. Please add any other comments you may have on the candidate's work and rate of progress.

**Section IIb: To be completed by the Member/Co-supervisor**

Name: \_\_\_\_\_

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

\* Member **OR** Co-supervisor

*\*This should have been determined prior your addition to the committee. For a list of duties required of each role, refer to the Guidelines for Supervisory Committees.*

1. How often did you meet with the candidate during the past year?
  
2. Do you have any comments on the candidate's attached thesis/dissertation completion timetable and statement of progress (Question 4 of Section I)?
  
3. Are you aware of any difficulties that are interfering with the candidate's progress?
  
4. Expected date of completion?
  
5. If you see any problems with the candidate's progress and completion, have you discussed these with the candidate and achieved a resolution?
  
6. Please add any other comments you may have on the candidate's work and rate of progress.