

PhD in Architecture, Landscape, and Design

ANNUAL PROGRESS REPORT

This form must be completed each academic year for all students in the PhD program. Students in year one should complete as much of the form as possible. The student should fill in section 1 of the form and the Supervisor must complete and sign section 2.

SECTION 1 *(to be completed by the student)*

Name: _____ Student #: _____

UofT Email: _____

Committee members:

Primary Supervisor: _____ Secondary Supervisor: _____
(if applicable)

Committee members present:

Committee members absent:

Brief student record

Program start date: _____

Date of previous supervisory committee meeting: _____

Course work completed: Yes No*

*If no, specify additional requirements: _____

List all sessions you have been on a leave of absence: _____

Current year of study: _____ Time left in the funded cohort: _____

Month and year you will exit the guaranteed funding period: _____

SECTION 1 cont'd *(to be completed by the student)*

Thesis Proposal

Title: _____

Was your thesis proposal:

Approved

Without changes

With minor corrections

With minor modifications

OR

Not Approved (revision and resubmission required)

If applicable, have you completed and submitted your corrections/modifications: Yes No*

*If no, when are your corrections/modifications due: _____

If your thesis was not approved, when is your next proposal defense: _____

Candidacy achieved: Yes No

Provide a brief report below on the progress you have made towards the completion of your program to date
(If space below is insufficient, please attach additional notes to the form).

SECTION 2 (to be completed by Supervisor/s)

Once a supervisory committee is formed, an Annual Progress meeting must be held once per year. A discussion of progress should be a component of such a meeting, and this form should be filled out in conjunction with it.

Where applicable, student progress should be assessed on the following:

	Meets expectations	Needs improvement	Inadequate
Courses (<i>all courses are expected to be completed by end of Year 2</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development of Thesis Ideas and Proposal (<i>Thesis proposal should be defended and approved by the beginning of Year 3</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thesis Research (<i>Clarity and feasibility of research objectives</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thesis Writing (<i>Quality of draft material</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responses to concerns/recommendations from previous meeting(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Committee's recommendations

Notes on recommendations/discussions from the meeting (*If space below is insufficient, please attach additional notes to the form*).

Assessment of progress. The candidate:

may proceed as per discussions of this meeting (as noted above).

may begin to write final thesis.

may proceed to the final oral examination.

has not demonstrated adequate progress*. Failure to demonstrate satisfactory progress by the next supervisory committee meeting may result in the committee recommending termination of registration in the program.

has not demonstrated adequate progress. The committee recommends registration in the program be terminated.

Date of next committee meeting: _____

Supervisor/s signature: _____