**Women & Gender Studies Institute**

**University of Toronto**

**PhD Student Annual Progress Report**

Administrative background

<https://www.sgs.utoronto.ca/policies-guidelines/monitoring-doctoral-progress/>

<https://sgs.calendar.utoronto.ca/general-regulations>

All students in the doctoral program **are required** to fill out this form **each year**. Students must meet with their thesis supervisor and committee members to review their annual progress in the program prior to submitting this report. **Reports are due by May 31.** Please submit a signed copy of this form to the Graduate Administrator, grad.womensstudies@utoronto.ca.

**Annual Review Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION A: STUDENT INFORMATION (TO BE FILLED OUT BY STUDENT)**

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

Student ID: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check one: ([ ] ) PhD ([ ] ) Direct Entry PhD ([ ] ) Transfer Student

Year started Program: \_\_\_\_\_\_\_\_ Year in the PhD Program: \_\_\_\_\_\_\_

Enrollment Status: Registered ([ ] ) Full-Time ([ ] ) Part-Time ([ ] ) On Leave ([ ] ) Withdrawn ([ ] )

Optional Collaborative Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Advisor/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HAVE YOU COMPLETED COURSES?

([ ] ) Yes ([ ] ) No **IF YES, SKIP TO SECTION C**

**SECTION B: COURSEWORK (TO BE COMPLETED BY STUDENT)**

Degree Requirements:

Number of required courses in *PhD Program for students with Master's degrees*: 3.0 FCE (1.0 + 0.5 + 1.5).

* WGS5000H and WGS5001H.
* .5 FCE elective in Women and Gender Studies.
* 1.5 FCEs offered in Women and Gender Studies or by other departments.

Number of required courses in *PhD Program for direct entry students*: 5.0 FCE (1.0 + 2.0 + 2.0).

* WGS5000H and WGS5001H.
* 2.0 FCEs elective courses in Women and Gender Studies.
* 2.0 FCEs elective courses offered in Women and Gender Studies.

**All Students must also complete**[**WGS 2000H**](https://wgsi.utoronto.ca/graduate/phd/courses)**, a credit/noncredit course requiring participation in the**[**WGS Research Seminar Series**](https://wgsi.utoronto.ca/research/wgs-research-seminar)**. This includes presenting dissertation research in the WGS Research Seminar Series once before graduating.**

List the courses you have taken. If you are currently enrolled in a course, write “IPR” instead of grade.

You can check your Academic History on your [ACORN](https://www.acorn.utoronto.ca/) account online.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Number | Course Title | Credit (0.5/1.0) | Session | Year | Grade or IPR\* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

HAVE YOU COMPLETED COMPREHENSIVE EXAMS?

([ ] ) Yes ([ ] ) No **IF YES, SKIP TO SECTION D**

**SECTION C: COMPREHENSIVE EXAM**

<https://wgsi.utoronto.ca/graduate/phd-program/comprehensives>

**COMPREHENSIVE EXAMINATION COMMITTEE**

SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMITTEE MEMBERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate the status of your Comp Exam Process:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **To be Scheduled** | **Scheduled(include date)** | **Completed Comp Exam(include date)** |
| Comp Exam |  |  |  |

**SECTION D: THESIS PREPARATION**

Has your thesis committee been formed? [ ] Yes [ ] No

|  |  |
| --- | --- |
| Thesis Supervisor Name (for co-supervisions, list both supervisors) |  |
| 2nd Committee Member Name |  |
| 3rd Committee Member Name |  |

***Note:*** *A doctoral supervisory committee should consist of the supervisor and at least 2 members with SGS appointed* [*Graduate Faculty Membership*](https://facultyandstaff.sgs.utoronto.ca/gfm/)*.*

Status of thesis research. Please checkmark a status for each step:

<https://wgsi.utoronto.ca/graduate/phd-program/thesis-proposal>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Accepted/Completed** | **In Progress** | **Not Yet Started** | **N/A** | **Notes** |
| Proposal |  |  |  |  |  |
| Ethics Review |  |  |  |  |  |
| Data Collection |  |  |  |  |  |
| Data Analysis |  |  |  |  |  |
| Write Up |  |  |  |  |  |

WGS Research Seminar (WGS2000H) completed and CR entered in ROSI: [ ] Yes [ ] No

**SECTION E: ACHIEVING CANDIDACY CHECKLIST**

 [ ]  Coursework completed

 [ ]  Comp Exam passed (PhD)

 [ ]  Formed full Thesis Committee (Supervisor + 2 Members GFM)

 [ ]  Thesis Proposal approved by Thesis Committee (includes abstract and working title)

 [ ]  Ethics Review completed (required if thesis research involved human subjects)

SGS Calendar, section 7.5.1:[Achieving Candidacy: Requirements and Time Limit](https://sgs.calendar.utoronto.ca/general-regulations)

octoral Degree Program Categories Time

**SECTION F: SUMMARY OF ACHIEVEMENTS FOR THE PERIOD May 1 TO April 30**

**Date of presentation of doctoral research in WGSI (to receive the WGS200 course credit):** \_\_\_\_\_\_\_\_\_\_\_

**Presentations and/or publications.** (Title, co-authors, sponsoring organization, location, date and whether oral, poster, publication – journal name, submitted, accepted or published)

**Professional development** (Sessional instructor, TA/RA positions, conferences, workshops, teacher training, volunteer work)

**Awards or honours** (Title, awarding organization, basis and value -if appropriate)

 **Goals for Upcoming Academic year**

**Has the student’s progress this year been satisfactory?** [ ] Yes [ ] No

**Comments by committee on student progress and suggestions for addressing areas of concern (to be filled in by supervisor)**

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**Comments by student. Please include clear reference to any known or anticipated problems, suggested solutions and relevant undertakings**

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor/Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor/Supervisor Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Member Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Member Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Member Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate Co-ordinator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_