

**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Enrollment Status: Registered Full-Time Part-Time On Leave Withdrawn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](#), a credit/noncredit course requiring participation in the [WGS Research Seminar Series](#). 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](#) 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](#).

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](#)

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

Date of presentation of doctoral research in WGS (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)

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: _____