

# WGS ANNUAL PROGRESS REPORT

**SGS POLICY:** Students must meet with their supervisory committee **at least once per year**. This committee consists of at least 3 members (4 if you have a co-supervisor): the thesis supervisor and two other faculty with graduate appointments. Either the committee or the student may request to schedule a meeting at any given time, if necessary.

[Responsibilities of the Student, Supervisor and Supervisory Committee](#) is available on the SGS website. **The advisory committee should provide guidance during your research, add complementary value to your supervision and provide meaningful written feedback.**

**Reports are due by May 31.** Submit completed & signed form to [wgsi.programs@utoronto.ca](mailto:wgsi.programs@utoronto.ca) & [wgsi.gradcoordinator@utoronto.ca](mailto:wgsi.gradcoordinator@utoronto.ca)

Meeting Date:

## SECTION A: STUDENT INFORMATION

Student Name:		Program	
Student ID:		Program Start Date:	
Supervisor:		Enrolment Status:	
Collaborative Program:			

## SECTION B: COURSE REQUIREMENTS

Review [Website](#) for information. **HAVE YOU COMPLETED COURSES?** Yes ☐ No ☐ **IF YES, SKIP TO SECTION C**

Course Code	Title	Credit (0.5/1.0)	Session (F/S/Y)	Year	Grade or IPR

**Note:** You must take WGS 2000H, a credit/non-credit course in year 1. Students must attend 80% of the seminars in year 1. Students are required to present their dissertation research in the [WGS Research Seminar Series](#), after they have achieved candidacy and before graduation. This milestone is captured by WGS2001H, a credit/non-credit course. Students are to enroll in WGS2001H during the session in which they plan to present.

## SECTION C: COMPREHENSIVE EXAM

Refer [here](#) for more info. Major comp must be completed by **January 31<sup>st</sup> of the second year**. Minor comp must be completed by **May 31<sup>st</sup> of the second year**. For direct-entry students, the major comp exam should be completed by **May 31<sup>st</sup> of the 2<sup>nd</sup> year** and the minor comp exam must be completed by **September 30<sup>th</sup> of the 3<sup>rd</sup> year**.

Comprehensive examinations completed and completion form submitted? Yes ☐ No ☐

## SECTION D: THESIS PREPARATION

Has your thesis supervisory committee been formed? Yes ☐ No ☐

Supervisor		Committee Member	
Co-Supervisor:		Committee Member	

**Note:** A doctoral supervisory committee should consist of the supervisor (and co-supervisor if applicable) and at least 2 members with SGS appointed [Graduate Faculty Membership](#).

**Status of thesis research** <https://wgsi.utoronto.ca/graduate/phd-program/thesis-proposal>

Research Stage	Accepted/ Completed	In Progress	Not Started	N/A	Notes
Proposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ethics Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Write Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

WGS Research Seminar- Attendance (WGS2000H) completed. Yes ☐ No ☐

## SECTION E: ACHIEVING CANDIDACY CHECKLIST

- ☐ Coursework<sup>1</sup> completed
- ☐ Formed Comprehensive Committee<sup>2</sup>
- ☐ Comp Exams<sup>3</sup> passed (both Major and Minor)
- ☐ Formed full Thesis Committee<sup>4</sup> (Supervisor + 2 Members GFM)
- ☐ Thesis Proposal<sup>5</sup> 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](#)

Students must complete all degree requirements except for the thesis by the end of their 3<sup>rd</sup> year in the case of a four year programs, or the end of the 4<sup>th</sup> year of registration in the case of a five-year program. (direct entry or PhD transfer).

## SECTION F: SUMMARY OF ACHIEVEMENTS FOR THE PERIOD MAY 1 TO APRIL 30

Prensetations 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, teaching training, volunteer work)

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

<sup>1</sup> Should be completed by end of year 1

<sup>2</sup> Should be formed in the summer of year 1, in preparation for completing comprehensive exams

<sup>3</sup> The major comprehensive exam should be completed by **Jan. 31 of the second year** of Ph.D. studies and the minor comprehensive exam must be completed by **May 31st of the second year** of Ph.D. studies. For direct-entry students, the major comprehensive should be completed by **May 31st of the second year** of Ph.D. studies and the minor comprehensive exam must be completed by **September 30th of the third year** of Ph.D. studies.

<sup>4</sup> Supervisory committee membership should be submitted to wgsi.programs@utoronto.ca by Jan 31 of 2<sup>nd</sup> year of PhD studies. By April 1 for Direct Entry PhD. If your supervisory committee is staying the same as for your comprehensive exams there no need to submit a new form to the graduate office.

<sup>5</sup> The dissertation proposal will be accepted no later than **August 31<sup>st</sup> of the second year of Ph.D. studies** for students admitted with an M.A. degree; it will be accepted no later than **December 31<sup>st</sup> of the third year of Ph.D. studies** for direct-entry students.

## Goals for Upcoming Academic Year

Has the students's progress been satisfactory? Yes ☐ No ☐

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

Supervisor signs below on behalf of all the members who are present at the meeting. The composition of the PhD Supervisory Committee must remain the same throughout the doctoral program. If a member needs to be replaced, please forward another Doctoral Supervisory Committee Enrolment form along with a justification for the change.

Committee Members	Print Name	Present	Absent
Supervisor:		<input type="checkbox"/>	<input type="checkbox"/>
Co-Supervisor:		<input type="checkbox"/>	<input type="checkbox"/>
Committee Member		<input type="checkbox"/>	<input type="checkbox"/>
Committee Member		<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Signature:	<i>Signs on behalf of all members who are present at the meeting</i>		
Student Signature:			

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