



Institute for the History & Philosophy  
of Science & Technology  
UNIVERSITY OF TORONTO

**The office of the Director of Graduate Studies**

**Annual Progress Report  
Supervisory Committee Meeting  
Form**

*Pursuant to the IHPST-DGS-Memorandum 06/2017 (dated April 10, 2017), as of July 1, 2017, this form replaces the old form to document the annual progress report meeting of graduate students with their supervisory committee.*

NAME & STUDENT #: \_\_\_\_\_

Supervisors are **requested to submit a written report** about the meeting, in accordance with the SGS guidelines for supervision of graduate students. **The report is due one week after the meeting.** The report should:

1. State who was present, and confirm that of all members of the supervisory committee present, **at least three** hold a graduate appointment at the University of Toronto.
2. **Clearly state** whether or not progress in the program is satisfactory or unsatisfactory.
3. List **all criteria** that were applied in reaching the conclusion that progress was satisfactory or not satisfactory. Note: **All ABD graduate students are expected to produce significant work towards a dissertation chapter every year following the approval of the thesis proposal.** Ideally an ABD graduate student produces a draft of a dissertation chapter every year following the approval of the thesis proposal.
4. Outline **recommendations** as to how to improve performance, even when progress is satisfactory.
5. **If progress was not satisfactory:** indicate the date of the next voluntary meeting with the supervisor and/or members of the supervisory committee. The next mandatory meeting in cases of unsatisfactory progress is the beginning of the next academic year.
6. **If progress was not satisfactory:** attach list of tasks the graduate student is expected to complete and by what date in order to improve performance.

Graduate students will receive a copy of the report and have the opportunity to respond to the report. Both report and response will be kept in the student's file.

***Supervisors, please see other side!***

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**SUPERVISORS, PLEASE CHECK & SIGN**

The SUPERVISORY COMMITTEE DEEMS PROGRESS **SATISFACTORY** \_\_\_\_\_

The SUPERVISORY COMMITTEE DEEMS PROGRESS **UNSATISFACTORY** \_\_\_\_\_

REPORT IS ATTACHED \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE (PRINT NAME)

\_\_\_\_\_  
DATE

**Office Use Only**

The REPORT WAS SENT TO STUDENT \_\_\_\_\_

The DEADLINE FOR THE STUDENT RESPONSE WAS SET \_\_\_\_\_  
Date

*Response is due one week after student receives report.*

STUDENT RESPONSE WAS RECEIVED \_\_\_\_\_

STUDENT RESPONSE WAS NOT RECEIVED \_\_\_\_\_

STUDENT RESPONSE WAS RECEIVED LATE ON \_\_\_\_\_  
Date

DGS INVOLVEMENT REQUIRED? \_\_\_\_YES \_\_\_\_NO

*DGS involvement is required when progress was deemed unsatisfactory and/or when there is substantial disagreement between supervisory committee and student response with respect to progress in the program.*

**THE DATE SET FOR A DGS MEETING WITH SUPERVISOR AND STUDENT IN COMPLIANCE WITH SGS POLICIES IS:**

\_\_\_\_\_

DGS REPORT ATTACHED \_\_\_\_\_ YES

DATE WHEN DOCUMENTS WERE FILED: \_\_\_\_\_

INITIALS OF PERSON FILING THE DOCUMENTS: \_\_\_\_\_