**University of British Columbia—Department of Asian Studies**

**Annual Student Progress Report (MA)**

The Faculty of Graduate and Postdoctoral Studies (G+PS) requires that we assess graduate student progress every year. The progress of all students working toward the PhD and MA will be reviewed regularly and at least once each year by our graduate program.

**Instructions**

**To the student:** Please read over the form, then

1. complete the Annual Student Progress Report (Parts A, B, and C)
2. send the form to your supervisor for feedback by **June 1**
3. once you and your supervisor have agreed on all the contents of the form, make sure that your supervisor has completed Part D and send the form to Tina and to you by **June 15**

**To the supervisor:** Please make sure that all your supervisees have sent you completed forms before the **June 15** deadline. For each student

1. check that the student has completed Parts A, B, and C accurately and to your satisfaction; provide feedback if corrections or more information are needed
2. fill in Part D (Supervisor’s Comments)
3. share the completed form with the student and discuss it in person or by email
4. email the completed document to the Tina at [asia.graduate@ubc.ca](mailto:asia.graduate@ubc.ca) **and** **cc:** the student, indicating that you have read and approved its contents

THE DEADLINE FOR SUBMITTING THIS DOCUMENT IS **June 15**

If a student does not submit a report we will be obligated to take appropriate measures.

Not all the information requested in this document is relevant to every student. If the information is not relevant indicate N/A.

**PART A: STUDENT INFORMATION**

**Student Name**: Name **Student** **Number:** Student No.

**Phone No.(s)**: Phone Number(s) **Email:** Email

**PART B: PROGRAM INFORMATION**

**Date you started your Current Degree Program:** Start Date

**Current Program Supervisor(s):** Supervisor(s)

Have you completed all of the required coursework?

Comment on your incomplete / unfinished coursework:

Comments on remaining coursework

Has your thesis committee been formed?

If yes, list committee members:

1. Committee Member 1

2. Committee Member 2

3. Committee Member 3

Have you and your supervisor discussed your thesis plan?

What is your current timeline for completing the program? Specify year and month for completion of each stage.

Timeline

Other comments?

Comments

**NOTE**: All program requirements must be completed within 5 years from admission to MA program.

Any changes in your program of studies must be approved by your supervisor and the Graduate Advisor and recorded in your Departmental file.

**PART C: PROGRESS**

**C1**. Please briefly describe your progress made in the past year (from the previous May until the end of April) toward completing your **program requirements** (i.e. course, language, comprehensive exam) and/or your **thesis/paper progress** (dissertation prospectus, data collection, analysis, final writing, final defense).

Issues in past year

**C2**. List the coursework for your program and specify courses you still need to complete. For requirements to be filled with a course to be determined later, enter “TBD.”

| **Course title/description** | **Course No.** | **Completed? Yes/No/Audit** |
| --- | --- | --- |
| Description | Course | Yes/No/AUD |
| Description | Course | Yes/No/AUD |
| Description | Course | Yes/No/AUD |
| Description | Course | Yes/No/AUD |
| Description | Course | Yes/No/AUD |
| Description | Course | Yes/No/AUD |
|  | TOTAL CREDITS | Total |

Please describe any unusual circumstances related to completion of coursework (e.g. leave of absence, incomplete course, withdrawal, financial hardship, paper submitted but no grade entered):

Issues in past year.

**C3. Awards / Scholarships / Grants /TA**

Please list any TA- or RA-ships, awards, scholarships or grants you applied for, were nominated for, or received between last May and the end of April.

| **Award/TA/RA** | **Year/Term** | **Amount ($)** | **Status** |
| --- | --- | --- | --- |
| Description | Yr/Term | Amount | Status |
| Description | Yr/Term | Amount | Status |
| Description | Yr/Term | Amount | Status |
| Description | Yr/Term | Amount | Status |
| Description | Yr/Term | Amount | Status |

Under Status, please indicate “R” for received, “P” for pending, or “N” if nominated for an award.

**C4. Publications / Conference Presentations**

Please describe any publications you have completed or in submission, and any conference presentations made between last May and the end of April.

| **Publication/Presentation Title** | **Journal / Conference Name** | **Date** | **Status** |
| --- | --- | --- | --- |
| Title | Journal / Conference | Date | Status |
| Title | Journal / Conference | Date | Status |
| Title | Journal / Conference | Date | Status |
| Title | Journal / Conference | Date | Status |
| Title | Journal / Conference | Date | Status |

Under Status, please indicate “R” for under review, “P” for in press, “X” for published.

**C5**. Other comments about your progress

Student’s General Comments

**PART D: SUPERVISOR’S COMMENTS**

Please review the information provided in Parts A – C, discuss with the student, and fill in the remaining portion of this form.

Supervisor Name: Supervisor

I have met with or was in touch with the student to discuss their progress in the program at the following time(s): Contact date(s)

The student is making satisfactory progress in their program

Submitted on: Submission date

Comments about progress:

Supervisor’s Comments

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