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

**Annual Student Progress Report (PhD)**

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 Tina at 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 advanced to candidacy? [ ]

(If yes, skip to “PhD supervisory committee members”)

Have you completed all required coursework? [ ]

Do you have any incomplete or unfinished coursework? [ ]

If yes, please list courses and explain their status and plans to complete the work:

Unfinished coursework details.

Has your comps committee been formed? [ ]

Committee members:

1. Committee Member 1

2. Committee Member 2

3. Committee Member 3

Have your completed your comprehensive exams? [ ]

If no, briefly describe where you are in the process for each of your fields (reading lists, format, completion)

Comps fields details.

Has your PhD dissertation supervisory committee been formed? [ ]

**NOTE**: Comps and PhD supervisory committee could be different

Have your completed your dissertation prospectus? [ ]

If no, what is the final date by which time you must advance to candidacy? Candidacy deadline

Overall comments about degree progress:

Degree progress comments

PhD supervisory committee members:

1. Committee Member 1

2. Committee Member 2

3. Committee Member 3

**NOTE:** All program requirements must be completed within 6 years from admission to the PhD program. Doctoral students must meet Candidacy requirements by the end of the 3rd year of their 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).

Progress in past year

**C2**. List the coursework for your program (content courses only) 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** |
| --- | --- | --- |
| **Critical Issues in Asian Studies** | **ASIA 591 (former 570A 001)** | Yes/No/AUD |
| **The Profession of Asian Studies** | **ASIA 592 (former 570B 001)** | Yes/No/AUD |
| **Pan-Asia theory course** | Course | Yes/No/AUD |
| **region-specific theory/methodology course within the department** | Course | Yes/No/AUD |
| **theory/methodology course outside the department** | 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 |
| 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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