



MSc/PhD – HSR & HPER Programs

Annual Progress Report

Progress Report Period: _____ to _____

Intake (first report)

Progress Reports are completed during annual review meetings with the Student, their Supervisor and the Primary Area of Study Lead faculty. Review meetings may be scheduled more frequently to facilitate a Student’s progress. Failure to complete a Progress Report can jeopardize a Student’s status in the HSR Program.

Student Information

Last Name _____ First Name _____

Student Number _____ Email _____

Program Information:	Degree	MSC	Transfer	PhD
	Type	Full-time	Part-time	Flex-time

Primary Area of Study (PAS) _____

Status: Active Return from leave/lapse

Program Timelines

Month & Year of First Registration in Program (FRP) _____

Leave (record interval) (ie: fall 2018-summer 2019) _____

Program completion deadline [include leave(s)] _____

*(MSc full-time program length: 3 sessions, time limit 3 years; part-time program length: 6 sessions, time limit 6 years)
 (PhD full-time program length: 4 years, time limit 6 years; PhD flex-time program length: 6 years, time limit 8 years)
 (Transfer program length: 5 years, time limit 7 years)*

Doctoral Candidacy Completion (PhD students only) _____
(Full-time: FRP + 3 years; Flex & Transfer: FRP + 4 years)

Transfer Deadline *(typically mid-June of first year)* _____

Date of Thesis Proposal Defense (PhD students only) _____
(full-time: within 3 years of start; flex & transfer: within 4 years)

Proposed Date of Thesis/Dissertation Defense _____

Course Work

You are expected to complete the course work identified in this Table. Any proposed changes to course selections, substitutions and/or delays need to be discussed with your Supervisor and approved by the Primary Area of Study Lead or Graduate Coordinator

No.	Course Code/Title	Term/Year	Course Type *
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* Program required; PAS required; elective; methods/stats

(MSc = 6: typically 2 electives + 2 PAS + 2 methods/stats; PhD = 10: required + PAS + electives)

Thesis/Dissertation (to be completed once topic has been selected)

"Three Paper" thesis (PhD only; 3 papers publishable in Top Tier journals)

Yes (see policy on IHPME website)

No

Working Title

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Stage of Research (e.g., topic selection, literature review, protocol development, data collections, data analysis, write-up)

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Committee Membership (PhD: 3 minimum; MSc: 2 minimum)

	Name	Affiliation	SGS Appointment Confirmed/Arranged
1			
2			
3			
4			

(MSc Committee members at least Assoc. SGS, or equivalent; PhD Committee members Full SGS or equivalent)

Number of meetings with Supervisor (*minimum 6 annually*) _____

Number of Committee Reports on File for review period (*minimum 2 annually*) _____

Memorandum of Understanding completed? Yes No

Status of Ethics Review

Approval letter on student file: Yes No (*must be emailed to ihpme.hsr.grad@utoronto.ca or ihpme.hper@utoronto.ca*)

Date submitted for approval _____ Approval Interval _____

IMPORTANT: Students are required to complete the tutorial on the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans prior to applying for REB approval. The tutorial is available at: <http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>.

Progress since last review (does not apply to new, incoming students)

(Compare to year prior, if goals unmet, provide explanation)

Work Plan for the Next Review Period (*set specific goals*)

Activity/Milestone	Complete Date

Number of days per week dedicated to program for the next period _____

Employment status for the next period _____

Qualified for funding (*MSc part-time and PhD flex-time students are not eligible for funding*) Yes No
(<https://ihpme.utoronto.ca/community/students/apply/university-of-torontos-graduate-student-funding-policy/>)

Financial Support

(T4A funds, e.g. grants, scholarships, fellowships, etc.; this section must be completed in order to comply with Faculty regulations)

Source	Amount	Purpose	Duration

Plans for applications for Fellowships/Scholarships/Awards

All full-time students are expected to apply for external funding. Applications for are available via the SGS website:
<http://www.sgs.utoronto.ca/currentstudents/Pages/Scholarships-and-Awards.aspx>

Intellectual Property

Intellectual property guidelines (<http://www.sgs.utoronto.ca/currentstudents/Pages/Intellectual-Property.aspx>) discussed in light of *Memorandum of Understanding*

Publications

Student to be primary author for all publications arising from thesis work

Supervisor to be contributing author for all publications relating to thesis work

Committee Members to be acknowledged

Order of authors depends on contribution & journal

Additional Comments on Intellectual Property (publications, data other artifacts)

Date of Next Meeting

Items to follow up

Failure to demonstrate satisfactory progress by the next review may result in termination of registration. Specific conditions and suggestions for maintaining progress must be included in the Work Plan below.

Has demonstrated adequate progress; may continue in program.

Has not demonstrated adequate progress or requires a formal extension. Referred to Graduate Coordinator.

Declaration of Employment and Awards form completed and submitted at this progress meeting.

Signatures

I understand and agree with the Program Timelines and Program Expectations discussed today.

Student _____

Date _____

Supervisor _____

Date _____

PAS Lead _____

Date _____