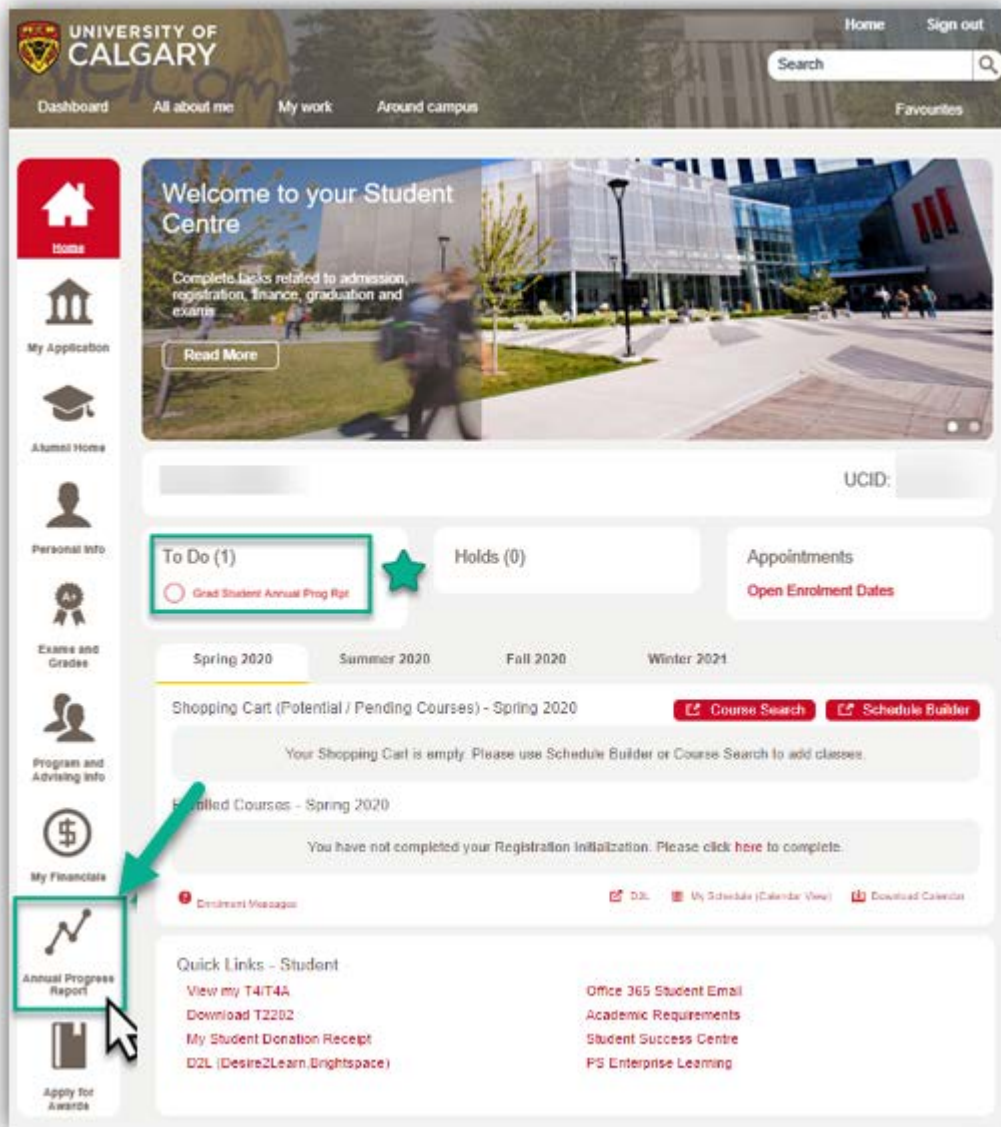


All thesis-based graduate students registered during the winter term are required to submit the online progress report annually to comment on achievements during the past twelve months. This includes courses completed, grades received, scholarships, research progress, papers submitted, conferences, etc. **Academic plans for the upcoming year must also be indicated.**

Note: As there is a time out feature, be sure to use the save button often so you do not lose your report input part way through.

1. To access the report, log-in to your Student Center (www.my.ucalgary.ca). From the main navigational bar, click on “**Annual Progress Report**”.



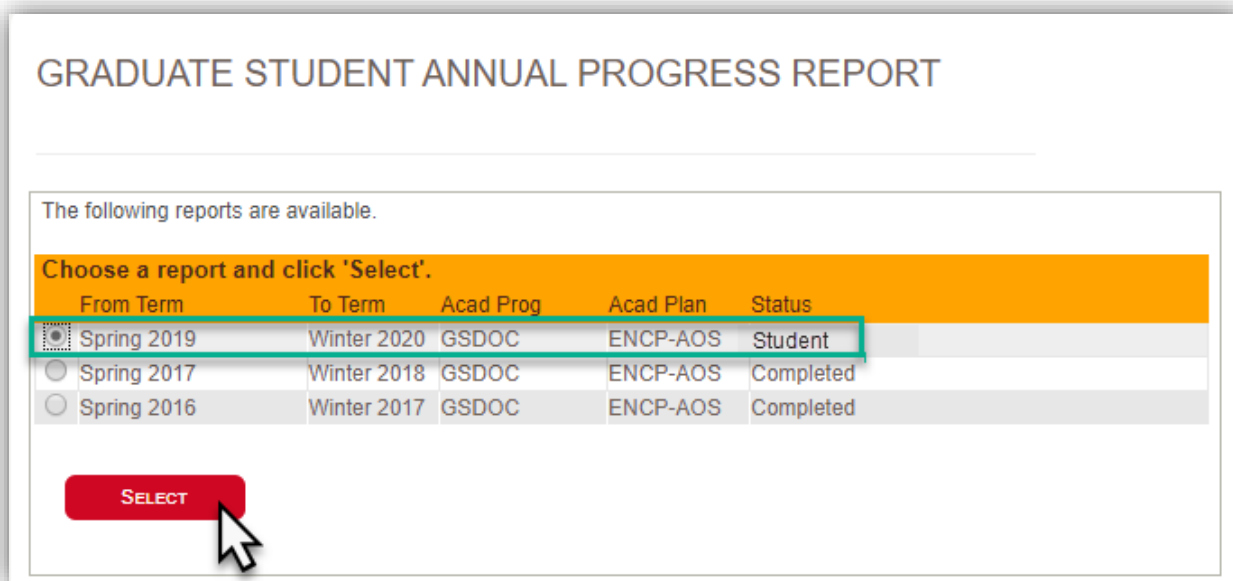
The screenshot shows the University of Calgary Student Center dashboard. The top navigation bar includes 'Home', 'Sign out', and a search bar. Below the navigation bar are links for 'Dashboard', 'All about me', 'My work', 'Around campus', and 'Favourites'. The main content area features a 'Welcome to your Student Centre' banner with a 'Read More' button. Below the banner is a 'UCID:' field. The dashboard is divided into several sections: 'To Do (1)' with a green star icon and a link to 'Grad Student Annual Prog Rpt'; 'Holds (0)'; 'Appointments' with a link to 'Open Enrolment Dates'; 'Exams and Grades' with tabs for 'Spring 2020', 'Summer 2020', 'Fall 2020', and 'Winter 2021'; 'Shopping Cart (Potential / Pending Courses) - Spring 2020' with 'Course Search' and 'Schedule Builder' buttons; 'Enrolled Courses - Spring 2020' with a message about registration initialization; 'My Financials'; 'Program and Advising Info'; 'Annual Progress Report' (highlighted with a green box and a red arrow); and 'Apply for Awards'. A 'Quick Links - Student' section at the bottom provides links for 'View my T4/T4A', 'Download T2202', 'My Student Donation Receipt', 'D2L (Desire2Learn, Brightspace)', 'Office 365 Student Email', 'Academic Requirements', 'Student Success Centre', and 'PS Enterprise Learning'.



Alternatively, you can access the report by clicking on the link in the email notification indicating your **Annual Progress Report** is available. **Important Note:** if you are viewing email through **webmail**, you must copy and paste the link in your browser address bar to access the Graduate Student Annual Progress Report.

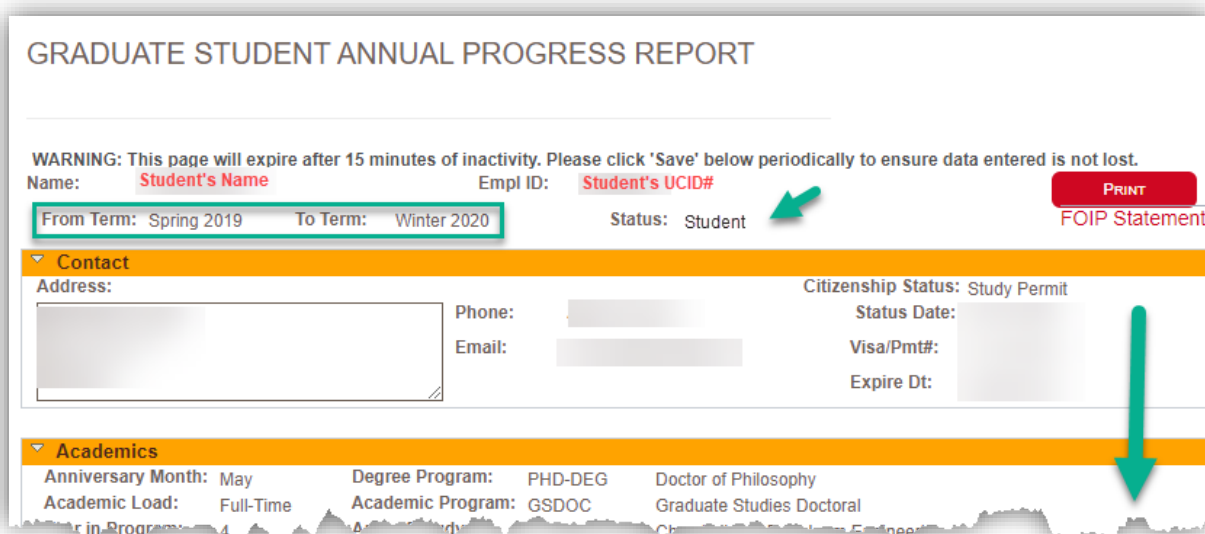
Note: The To-do list will display items awaiting your attention; however, access to the report should be completed through the “**Annual Progress Report**” tab.

- From Graduate Student Annual Progress Report select a report and press **Select**.



From Term	To Term	Acad Prog	Acad Plan	Status
<input checked="" type="radio"/> Spring 2019	Winter 2020	GSDOC	ENCP-AOS	Student
<input type="radio"/> Spring 2017	Winter 2018	GSDOC	ENCP-AOS	Completed
<input type="radio"/> Spring 2016	Winter 2017	GSDOC	ENCP-AOS	Completed

- The Annual Progress report auto populates Name, EmplID (UCID), From Term, To Term, Status and Contact information. Scroll down to view additional information.



WARNING: This page will expire after 15 minutes of inactivity. Please click 'Save' below periodically to ensure data entered is not lost.

Name: Student's Name Empl ID: Student's UCID PRINT

From Term: Spring 2019 To Term: Winter 2020 Status: Student FOIP Statement

Contact

Address: [Redacted] Phone: [Redacted] Citizenship Status: Study Permit

Email: [Redacted] Status Date: [Redacted]

Visa/Pmt#: [Redacted]

Expire Dt: [Redacted]

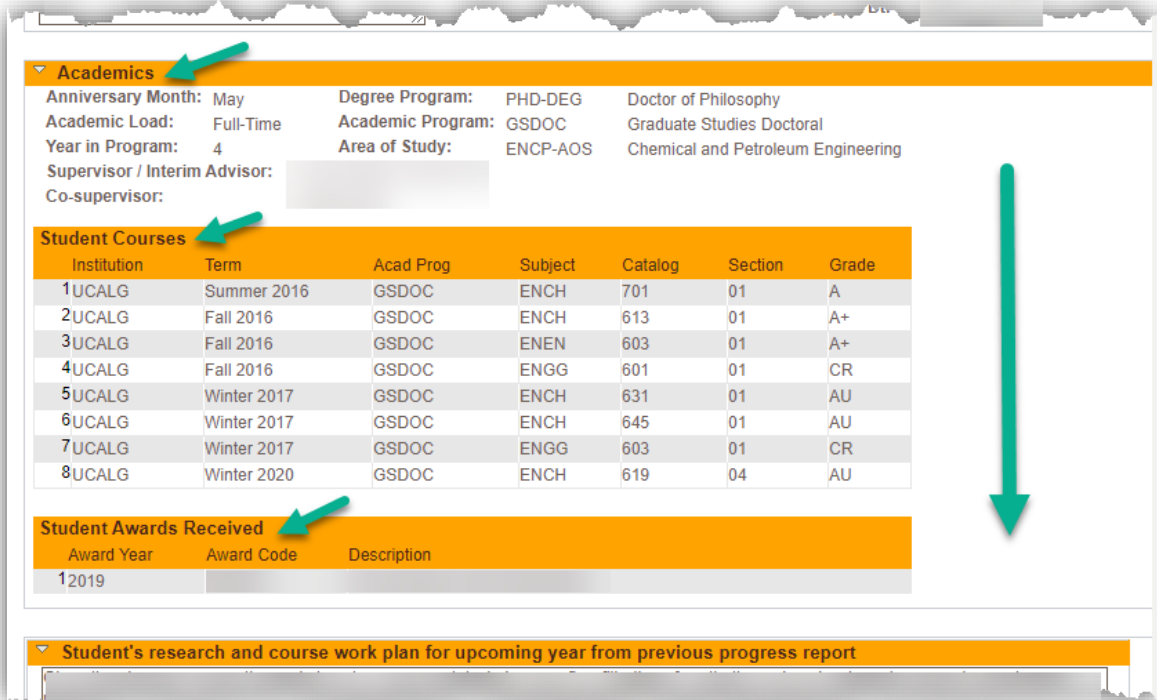
Academics

Anniversary Month: May Degree Program: PHD-DEG Doctor of Philosophy

Academic Load: Full-Time Academic Program: GSDOC Graduate Studies Doctoral

- The **Academics** section of the page displays Anniversary Month, Academic Load, Year in Program, Academic Program, Area of Study, Supervisor/Interim Supervisor, Co-Supervisor,

Student Courses and Student Awards Received. This information cannot be edited. Scroll down to view additional information.



Academics

Anniversary Month: May Degree Program: PHD-DEG Doctor of Philosophy
 Academic Load: Full-Time Academic Program: GSDOC Graduate Studies Doctoral
 Year in Program: 4 Area of Study: ENCP-AOS Chemical and Petroleum Engineering
 Supervisor / Interim Advisor:
 Co-supervisor:

Student Courses

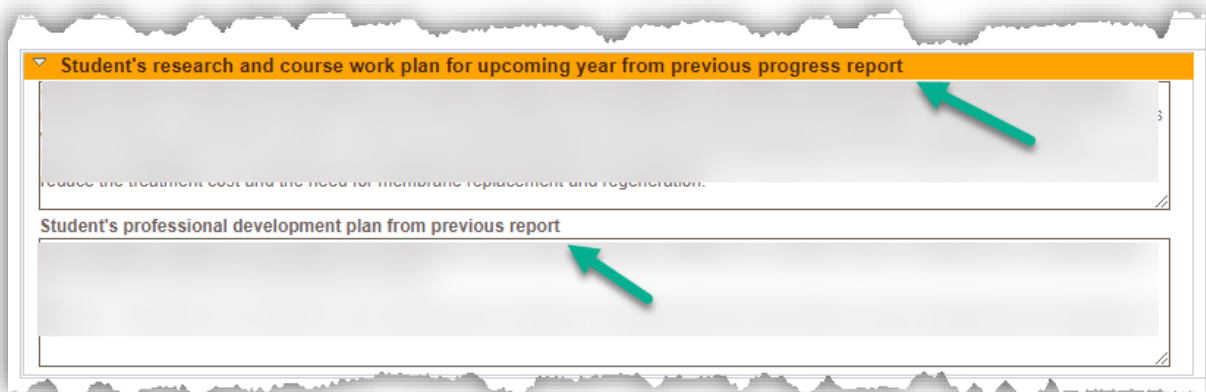
Institution	Term	Acad Prog	Subject	Catalog	Section	Grade
1 UCALG	Summer 2016	GSDOC	ENCH	701	01	A
2 UCALG	Fall 2016	GSDOC	ENCH	613	01	A+
3 UCALG	Fall 2016	GSDOC	ENEN	603	01	A+
4 UCALG	Fall 2016	GSDOC	ENGG	601	01	CR
5 UCALG	Winter 2017	GSDOC	ENCH	631	01	AU
6 UCALG	Winter 2017	GSDOC	ENCH	645	01	AU
7 UCALG	Winter 2017	GSDOC	ENGG	603	01	CR
8 UCALG	Winter 2020	GSDOC	ENCH	619	04	AU

Student Awards Received

Award Year	Award Code	Description
12019		

Student's research and course work plan for upcoming year from previous progress report

- Student's research and course work plan for the upcoming year from previous progress report is populated based on the previous year's Annual Progress Report and cannot be edited or changed.



Student's research and course work plan for upcoming year from previous progress report

Reduce the treatment cost and the need for membrane replacement and regeneration.

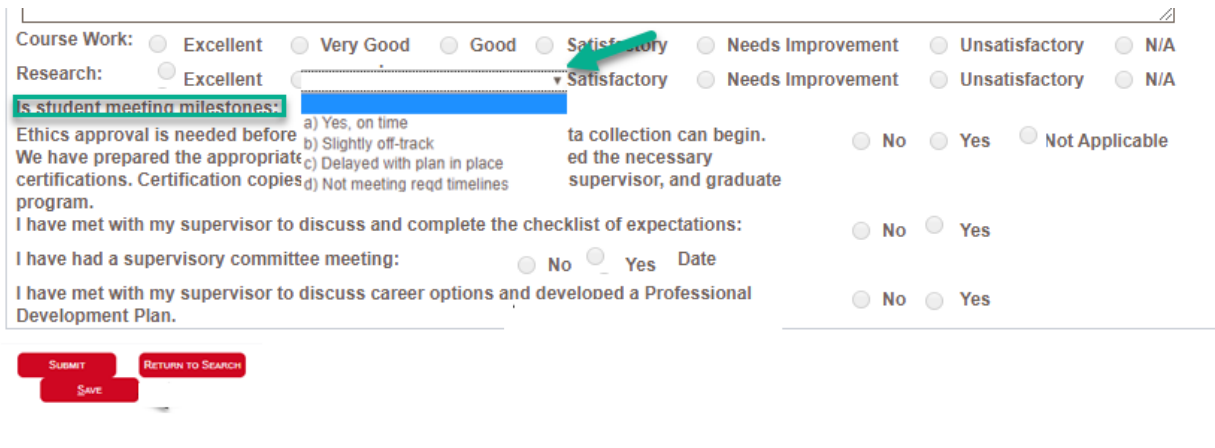
[Click for more space](#)

Student's professional development plan from previous report

- The Student **Achievements** section of the report is used to enter information regarding Research, Publications, Conferences, Teaching and/or other Professional Development and Research and Course Work Plans for the Upcoming Year. The **Click for more space** link is available in each Student Achievement section if additional space is required for entering information.

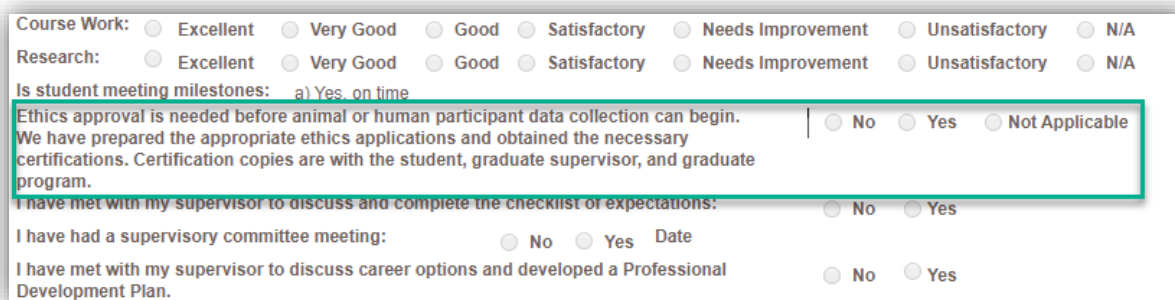
The student **self-assessment** section of the report allows the student to self-evaluate progress in their graduate program including an evaluation of course work and research. Students have the option of selecting N/A if appropriate.

7. Choose an option from the “**is the student meeting milestones**” drop box. The same evaluation box will appear in your Supervisor’s portion on the report. This will help you and your Supervisor(s) clearly see if your expectations and understandings are aligned.



The screenshot shows a form with several sections. At the top, there are radio button options for 'Course Work' and 'Research', each with a dropdown menu. The 'Course Work' options are Excellent, Very Good, Good, Satisfactory, Needs Improvement, Unsatisfactory, and N/A. The 'Research' options are Excellent, Very Good, Good, Satisfactory, Needs Improvement, Unsatisfactory, and N/A. Below these is a section titled 'is student meeting milestones:' with a dropdown menu. The dropdown menu is open, showing options: a) Yes, on time; b) Slightly off-track; c) Delayed with plan in place; d) Not meeting reqd timelines. Below this are several questions with radio button options: 'Ethics approval is needed before animal or human participant data collection can begin.' (No, Yes, Not Applicable), 'We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program.' (No, Yes), 'I have met with my supervisor to discuss and complete the checklist of expectations:' (No, Yes), 'I have had a supervisory committee meeting:' (No, Yes, Date), and 'I have met with my supervisor to discuss career options and developed a Professional Development Plan.' (No, Yes). At the bottom, there are three buttons: 'Submit', 'Return to Search', and 'Save'.

8. **Research Ethics Approvals** is a required field. Research Ethics Approvals can be **Approved**, **Not Applicable**, or **To be Obtained**. Select the appropriate value.



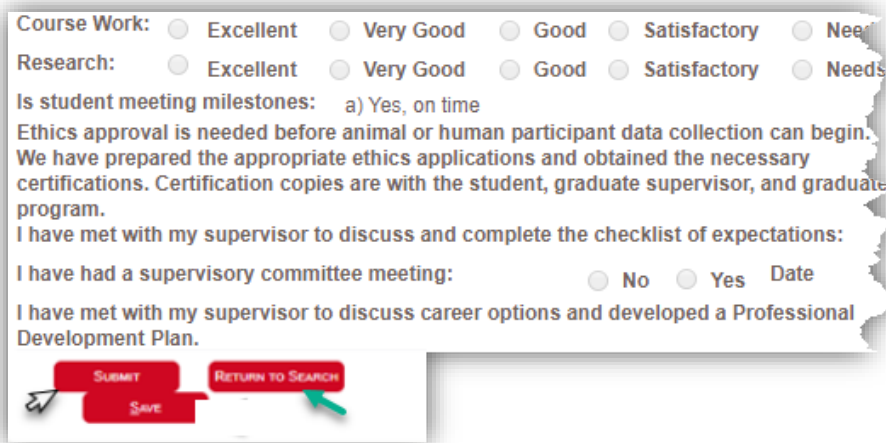
The screenshot shows a close-up of the 'Ethics approval is needed before animal or human participant data collection can begin.' question. The question text is highlighted with a green box. The radio button options are No, Yes, and Not Applicable. The 'Not Applicable' option is selected.

9. Click the **Save** button to ‘save’ the report. You will receive a message indicating the report is ‘saved’. This allows you return to the report and make any changes until you are ready to submit the report. **Note: As there is a time out feature, be sure to use the save button often so you do not lose your report input part way through.**

10. Click the **Submit** button to submit the report to your Supervisor and Co-Supervisor (if applicable). Once submitted, the report cannot be changed.

Note: In the event the report is prematurely submitted, please ask your supervisor to use the **Return to Student** button at the bottom of the form to return the report to you for revision. This will allow you to open the document and update as required.

The **Return to Search** button returns you to the Grad Students Annual Progress Report page where you can select a different report to view.



Course Work: Excellent Very Good Good Satisfactory Needs

Research: Excellent Very Good Good Satisfactory Needs

Is student meeting milestones: a) Yes, on time

Ethics approval is needed before animal or human participant data collection can begin. We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program.

I have met with my supervisor to discuss and complete the checklist of expectations:

I have had a supervisory committee meeting: No Yes Date

I have met with my supervisor to discuss career options and developed a Professional Development Plan.

11. The Grad Student Annual Progress Report will disappear from the Student Center To-Do List once the report has been submitted for evaluation.

The Grad Student Annual Progress Report will reappear on the Student Center To-Do List when:

- the report is returned for revision
- or
- the report is reinstated.

Email notifications will be received when:

- the report is returned for revision
- the report receives an unsatisfactory evaluation
- when the evaluation process is complete

All unsatisfactory evaluations are reviewed by the Faculty of Graduate Studies Associate Dean. After an unsatisfactory annual progress report has been submitted and reviewed by the Associate Dean, **students may request a meeting with the Associate Dean.**

12. To review and acknowledge the report, click the **link in the email notification** advising your Annual Progress Report has been completed by your supervisor and graduate program director and is pending your acknowledgement, or navigate to the Annual Progress report repeating the previous steps by choosing the report and click the Select button.

GRADUATE STUDENT ANNUAL PROGRESS REPORT

The following reports are available.

Choose a report and click 'Select'.

From Term	To Term	Acad Prog	Acad Plan	Status
<input checked="" type="radio"/> Spring 2019	Winter 2020	GSDOC	ENCP-AOS	Student
<input type="radio"/> Spring 2017	Winter 2018	GSDOC	ENCP-AOS	Completed
<input type="radio"/> Spring 2016	Winter 2017	GSDOC	ENCP-AOS	Completed

SELECT

- Review the Supervisor Evaluation, Co-supervisor Evaluation (if applicable) and Graduate Program Director Evaluation of Student Progress.

Supervisor Evaluation

Course Work: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Research: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Is student meeting milestones: a) Yes, on time

Ethics approval is needed before animal or human participant data collection can begin. No Yes Not Applicable

We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program.

I have met with my student to discuss and complete the checklist of expectations: No Yes

I have met with my student to discuss career options and developed a Professional Development Plan. No Yes

Comment on Student Funding, Committee Meetings, Professional Development, and Successes. If delayed or unsatisfactory, detail your action plan.

Co-supervisor Evaluation

Course Work: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Research: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Is student meeting milestones: a) Yes, on time

I have met with my student to discuss career options and developed a Professional Development Plan. No Yes

Comment on Student Funding, Committee Meetings, Professional Development, and Successes. If delayed or unsatisfactory, detail your action plan.

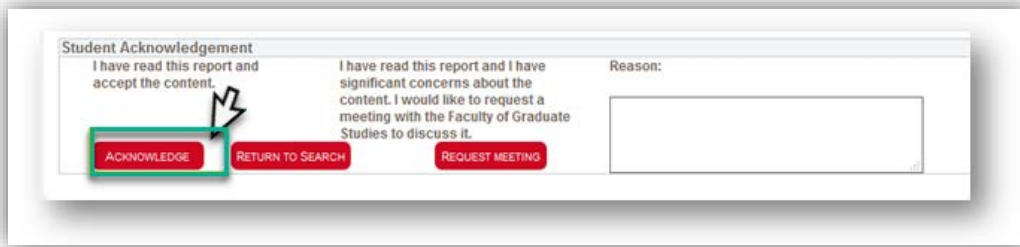
Graduate Program Director Evaluation of Student Progress

Evaluation: Satisfactory, no action required Unsatisfactory

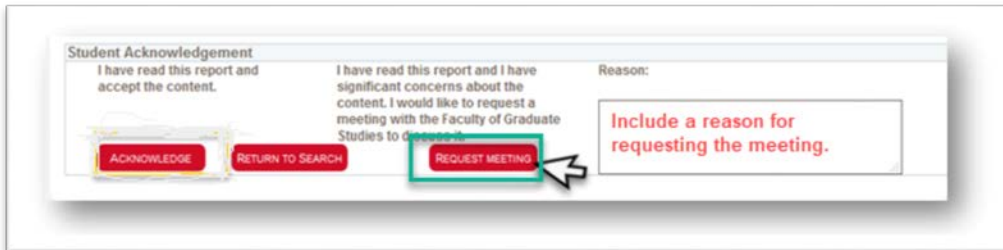
Comments / Action plan:

Note, if unsatisfactory, outline the action plan that will be followed. This plan is forwarded to the FGS Associate Dean for review and approval and text will be included in the student's next annual progress report.

- Click the **Acknowledge** button once you have read the content of the report



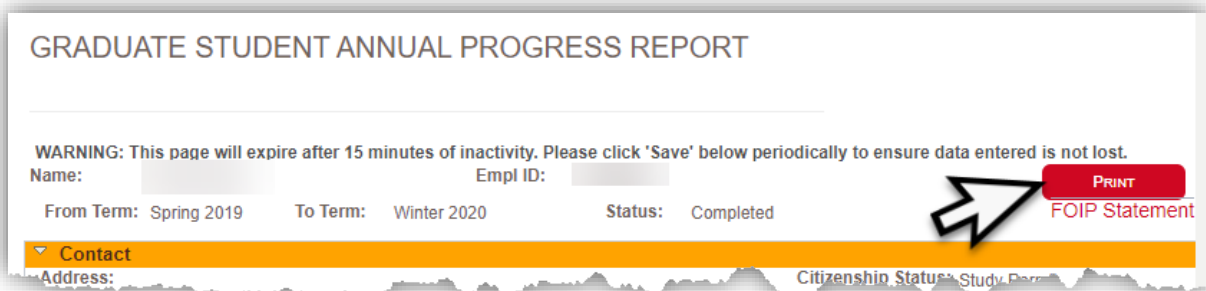
- If you have concerns regarding the report content and wish to request a meeting to discuss the report, you can request a meeting with the Faculty of Graduate Studies. Enter a **Reason** for requesting the meeting; this is a required field. Then click the **Request Meeting** button.



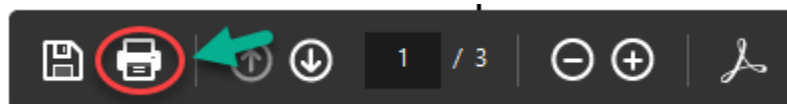
Printing the Annual Progress Report:

The Graduate Student Annual Progress Report can be printed if required.

- To print the report, click on the **Print** button in the upper right corner of the report.



- The document will open in **.pdf** format. Select **File** from the pdf toolbar and then select **Print or the print icon**.



End of Procedure