

Appendix B. PROGRESS REVIEW FORM

This form is to be used for graduate student progress review meetings. Procedures to be followed in relation to this form are given in the body of the Department of Mechanical Engineering Graduate Handbook.

Attached additional pages if space is required for individual item responses.

PART A

Student name	
UVic V00 number	
Degree program (MAsc, PhD)	
Primary supervisor(s)	
Committee members	
Program start date	
Most recent previous review meeting date	
Meeting date	

Courses completed:

Outstanding program requirements & planned coursework (with anticipated dates):

Seminar series attendance and presentations:

Comments on working environment (e.g. lab space, lab group meetings, lab-mates, supervisor(s), meeting frequency, etc.):

List timeline goals to end of degree:

Current working title for thesis:

Report on any challenges or barriers to research progress encountered:

Report on research progress since previous review against previously defined objectives:

Report on progress towards committee recommendations from previous review (Address specific recommendations):

List research objectives for next 6 months:

List projected research contributions for final thesis (List already completed and future planned):

PART B COMMITTEE EVALUATION

Committee evaluation rubrics

Criteria	Excellent	Very Good	Satisfactory	Needs Improvement ¹	Unsatisfactory ¹
Academic (course) progress					
Continuously updated literature review to inform research					
Acquisition of necessary knowledge/skills for research area					
Research objectives (re)definition					
Research plan					
Progress towards final thesis & publications					
Overall ²					

¹ Ratings of 'Needs Improvement' or 'Unsatisfactory' in any criteria require written feedback comments from the committee to stating the deficiencies and strategies for the student to mitigate or rectify the deficit.

² An overall rating of 'Unsatisfactory' requires further action as detailed in §10.2 of the MechE Graduate Handbook.

Feedback comments on progress, objectives and work plan

Student Name	Signature	Date
Supervisor Name	Signature	Date
Co-Supervisor Name	Signature	Date
Committee Member Name	Signature	Date
Committee Member Name	Signature	Date
Committee Member Name	Signature	Date
Graduate Program Director ¹	Signature	Date

¹ Graduate Director signs only in case of 'Unsatisfactory' evaluation to acknowledge any recommendations and actions proposed by the committee.