**PhD in Computing and Information Sciences**

**YEARLY PROGRESS REPORT FORM[[1]](#footnote-1)**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor(s)’ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Yearly Progress Report Form Submission Steps:**

* Student completes *Section I, Student Self-Assessment*, and submits 1) the annual progress report form and 2) their current CV via email to their advisor(s) **by April 15th**.
* Upon receiving the student’s annual self-evaluation, the advisor will
  + discuss with the student and complete *Section II, Advisor Assessment*.
  + solicit feedback from the committee members. If any, include committee members’ comments in *Section III*.
  + submit the completed annual report to the Ph.D. Program Director **by April 30th**.

**Section I. Student Self-Assessment**

1. **Course Progress**

The number of course credit hours taken in the current year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The number of total course credit hours taken (including transfer credits) so far: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Research Progress**

The number of research and dissertation credit hours Taken in the current year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The number of total research and dissertation credit hours taken so far: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Research Progress Self-assessment:** A brief self-assessment summary report reviewing your research plan, progress, and achievement toward program completion.

**Section II. Advisor Assessment**

1. **Course Progress Assessment**

Overall assessment:

Outstanding: \_\_\_\_\_\_\_\_\_\_\_ Satisfactory: \_\_\_\_\_\_\_\_\_\_\_ Unsatisfactory: \_\_\_\_\_\_\_\_\_\_\_

**B. Research Progress Assessment**

Overall assessment:

Outstanding: \_\_\_\_\_\_\_\_\_\_\_ Satisfactory: \_\_\_\_\_\_\_\_\_\_\_ Unsatisfactory: \_\_\_\_\_\_\_\_\_\_\_

The estimated percentage of the students’ completed thesis research work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Overall assessment on the student’s research progress:** May include the student’s capability in conducting research, research outcomes, communication, effort, and professional reliability, integrity etc.

**Section III. Dissertation Committee Members’ Assessment (if any)**

**Further comments and feedback on the student’s research progress by dissertation committee members:** Please include the committee members’ names in their comments.

1. RPA Candidates do not need to submit this form.

   This form was updated by the Curriculum and Assessment Committee and Ph.D. faculty in December 2022. [↑](#footnote-ref-1)