INSTRUCTIONS: DIGITAL ANNUAL PROGRESS REPORT A

FORM WORKFLOWS

The order of approval varies for the below forms. The role of each person in the approval process remains the same.

Annual Report A
student submits → supervisor → co-supervisor (if applicable) → committee members → program assistant → program coordinator → student final approval → CoGS and program final copy.

Annual Report A - Biology
student submits → supervisor → co-supervisor (if applicable)→ program assistant → program coordinator → student final approval → CoGS and program final copy.

Annual Report A – English, Fine Arts, Social Work
student submits → program assistant → supervisor → co-supervisor (if applicable)→ committee members → program coordinator → student final approval → CoGS and program final copy.

Annual Report A – Interdisciplinary Graduate Studies
student submits → program assistant → supervisor → co-supervisor (if applicable) → committee members → theme coordinator/program coordinator → student final approval → CoGS and program final copy.

STUDENT ROLE

ANNUAL PROGRESS REPORT A

Form Type: Records and Registration
Form For: Current Students

DESCRIPTION
This is the Annual Progress Report (A) for thesis-based students in Biochemistry and Molecular Biology, Chemistry, Computer Science, Data Science, Earth and Environmental Sciences, Education, Engineering, Health and Exercise Sciences/Kinesiology, Mathematics, Medical Physics, Nursing, and Psychology.

This form must be completed by both the student, supervisor, committee members, program assistant, and program coordinator by June 1st of each year. Please check with your program regarding submission deadlines.

Further Information:

NOTE: YOU ARE UNABLE TO SAVE YOUR PROGRESS AS YOU WORK THROUGH THIS FORM. IT IS RECOMMENDED THAT YOU DRAFT THE CONTENT FOR THE FORM IN A WORD DOCUMENT AND THEN COPY IT OVER TO THE DIGITAL FORM.
The form will automatically be sent to your supervisor, committee members, program assistant, and program coordinator. You will receive email updates as your form moves through the approval stages. Detailed instructions for using this electronic form are included at the bottom of this form.

If you have questions about your form and its progress, please contact gradadmin.ubco@ubc.ca

The PDF version of this form is included below if you'd prefer to not use the electronic form.

STUDENT SECTION
To be completed by the student.

Name *

First   Last
Email *

Enter Email   Confirm Email
Program of Study *

Select from dropdown

Completing the form
- Students access the electronic form in the [forms database](#) on [gradstudies.ok.ubc.ca](#).
- Students fill out the sections of the form and press submit at the bottom once the form is complete.
- Some fields have conditional logic and are triggered to appear by the selection of another field. **Ex:** If a student selects "Yes" to having been on a leave, a box will pop up asking for the length of the leave.
- **NOTE:** Students are unable to save their progress as they work through the form. It is recommended that they draft their content in a word doc first and then copy it over.

Submitting the form

- Once the student submits the form, they will be redirected to a screen confirming their entry has been submitted.
- A copy of the submission will also be sent via email to the student.

Form Approvals

- Once the student submits their form, it will automatically be sent to the following list of approvers (order may vary):
    - Supervisor
    - Co-supervisor (if applicable)
    - Committee members
    - Program Assistant
    - Program Coordinator
- The student will receive confirmation emails as their form moves through the approval process.

Final Form Approval

- Once the form reaches the final step in the approval process and is approved by the program coordinator, a final copy is sent to the student to approve.
- The student reviews the final copy and clicks on the "Approve" link at the bottom of the email.
- Once the student approves the final copy, a copy is submitted to the College of Graduate Studies and the student's program assistant for filing.
- **This is the end of the form process.**

SUPERVISOR ROLE

Supervisor Approval - Test Student - APR A

College of Graduate Studies <gradadmin.ubco@ubc.ca>
Allen, Haley
Friday, March 5, 2021 at 9:42 AM
Show Details

Test Student has submitted the Annual Progress Report A for your review.

Please review the submission and complete the Supervisor Section as indicated by the green triangles.

If you have any questions or technical difficulties completing the form please email gradadmin.ubco@ubc.ca.

Entry

Thank you,

College of Graduate Studies
The University of British Columbia | Okanagan Campus | Syilx Okanagan Nation Territory
EME 2121 – 1137 Alumni Avenue | Kelowna, BC | V1V1V7
https://gradstudies.ok.ubc.ca
Facebook | Twitter | Instagram

THE UNIVERSITY OF BRITISH COLUMBIA

FORM WORKFLOW INBOX

Supervisor Notification

- An email will automatically be sent to the supervisor once it is their turn to review the form.
- The supervisor is selected from a drop-down menu by the student.
- The email will contain an "Entry" link.
- The supervisor clicks this link and is brought to the form inbox to complete their section of the form.
- This link will remain active until the supervisor's submission is complete – the link will then no longer be active.
- It is recommended that the supervisor discusses the student's progress with the committee before completing the Supervisor Section.

Supervisor Section

- Once the supervisor clicks on the link, they will be asked to log in to the CoGS site using their Novel.
- Once logged in, the supervisor will see the student's form.
- The supervisor reviews the previous form sections and completes the Supervisor Section.
- The submission button for the supervisor is on the right-hand side at the top of the form.
- **The supervisor can also enter notes in the note box. These notes will only be visible to other approvers (at the bottom of the form) and will not be visible to the student.**
- Once the supervisor completes their submission, an email update will be sent to the student and the next step of the approval process begins.

A reminder email will be sent every 5 days until the supervisor completes their section.

CO-SUPERVISOR ROLE (IF APPLICABLE)

Co-Supervisor Notification

- Once the supervisor completes their section, an email will automatically be sent to the co-supervisor's email entered by the student (if applicable).
- The email will contain an "Approve" link.
- The co-supervisor reviews the previous sections and approves the submission by clicking the approve link.
- Once the supervisor completes their submission, an email update will be sent to the student and the next step of the approval process begins.

A reminder email will be sent every 5 days until the co-supervisor "Approves" or "Rejects" the form.

COMMITTEE MEMBER ROLE

Committee Member Notification

- Once the supervisor/co-supervisor completes their sections an email is sent to the committee members.
- The email will contain an "Approve" link.
- The committee members review the previous sections and approve the submission by clicking the approve link.
- Once all of the committee members complete their submission, an email update will be sent to the student and the next step of the approval process begins.

A reminder email will be sent every 5 days until the committee members "Approve" or "Reject" the form.

PROGRAM ASSISTANT ROLE

Program Assistant Approval - Test Student - APR A

○ College of Graduate Studies <gradadmin.ubco@ubc.ca>
○ Allen, Haley
Friday, March 5, 2021 at 9:47 AM
Show Details

Test Student has submitted the Annual Progress Report for your review.

Please review the submission and complete the Program Assistant Section.

If you have any questions or technical difficulties completing the form please email gradadmin.ubco@ubc.ca.

Entry

Thank you,

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https://gradstudies.ok.ubc.ca
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THE UNIVERSITY OF BRITISH COLUMBIA

Home / form Workflow Inbox

Prospective Students   Current Students   Aboriginal Students   Postdoctoral Fellows   Faculty and Staff

FORM WORKFLOW INBOX

Please review the Annual Progress Report for Test Student and complete the Supervisor Section as indicated by the green triangles.

Edit

Annual Progress Report A : Entry # 9211   ☑ show empty fields

SUPERVISOR SECTION - USER INPUT (PENDING INPUT)
User: Haley Allen (Pending)
Note

Save   Submit

STUDENT SECTION
To be completed by the student.

Name *
Test Student

Email *
haleyallen993@gmail.com

Program of Study *
Test

Degree *
Master's Degree

Supervisor: *
Haley Allen

Do you have a co-supervisor? *
Yes

PROGRAM ASSISTANT SECTION
To be completed by the student's program assistant.

Student's Program Coordinator: *

Select from dropdown ▼

Note: This field triggers the workflow for the final sign-off of the form. Please select the person with the authority to provide the final sign-off of this student's form.

Signature *

↻

Date *

Program Assistant Notification

- An email will automatically be sent to the program assistant when it is their turn to complete the form. This step is automatically set up by CoGS based on the student's program.
- The email will contain an "Entry" link.
- The program assistant clicks this link and is brought to the form inbox to complete their section of the form. The program assistant has the ability to edit all previously completed sections.
- This link will remain active until the program assistant's submission is complete – the link will then no longer be active.

Program Assistant Section

- Once the program assistant clicks on the link, they will be asked to log in to the CoGS site using their Novel.
- Once logged in, the program assistant will see the students form.
- The program assistant reviews the submission and completes the Program Assistant Section.
- The submission button is on the right-hand side at the top of the form.
- **The program assistant can also enter notes in the note box. These notes will only be visible to other approvers (at the bottom of the form) and will not be visible to the student.**
- Once the program assistant completes their submission, an email update will be sent to the student and the next step of the approval process begins.

A reminder email will be sent every 5 days until the supervisor completes their section

PROGRAM COORDINATOR ROLE

Program Coordinator Notification

- An email will automatically be sent to the program coordinator once it is their turn to complete the form.
- The email will contain an "Entry" link.
- The program coordinator clicks this link and is brought to the form inbox to complete their section of the form.
- This link will remain active until the program coordinator's submission is complete – the link will then no longer be active.

Program Coordinator Section

- Once the supervisor clicks on the link, they will be asked to log in to the CoGS site using their Novel.
- Once logged in, the program coordinator will see the students form.
- The program coordinator reviews the submission and completes the Program Coordinator Section.
- The submission button is on the right-hand side at the top of the form.
- Once the program coordinator completes their submission, an email update will be sent to the student to give final approval of the form.
- Once the student gives final approval, a final copy of the form will be sent to CoGS and the program assistant for filing.

A reminder email will be sent every 5 days until the supervisor completes their section