



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 *

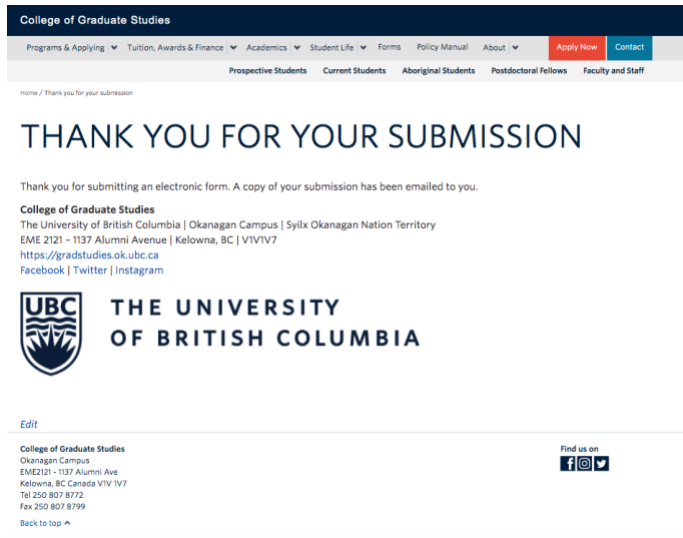
Enter Email Confirm Email

Program of Study *

Select from dropdown

Completing the form

- Students access the electronic form in the [forms database](https://gradstudies.ok.ubc.ca/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,

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THE UNIVERSITY OF BRITISH COLUMBIA

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](#)

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

SUPERVISOR SECTION

To be completed by the student's supervisor. Please review the definitions of Satisfactory, Improvement Required, and Unsatisfactory progress before completing this section. [View definitions](#).

Supervisor Name: *

First Last

Department: *
Select from dropdown

Has the committee met with the student in the last twelve (12) months? *

Yes
 No

Declaration of definition understand *

I have read and understand the definitions of Satisfactory, Improvement Required and Unsatisfactory. [View definitions](#).

Student's Academic Progress *

I have reviewed the student's grades to confirm if they are/are not making progress in their courses.

Student progress in the last twelve (12) months? *

Satisfactory
 Improvement Required
 Unsatisfactory

Note: This question is not indicative of the quality of the student, but an objective assessment of the student's progress in the program.

Supervisory Signature: *

SUPERVISOR SECTION - USER INPUT (PENDING INPUT)

User: Haley Allen (Pending)

Note

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 Approval - Test Student - APR A

The College of Graduate Studies graduate@ubc.ca

Test Student's Annual Progress Report is ready for your review. Please review the submission within this email and click either the "Approve" or "Reject" link to approve or reject the submission (located at the bottom of this email). If you reject the submission, it will automatically be sent back to the supervisor for review.

9:45 AM (3 minutes ago)

STUDENT SECTION

Name: Test Student

Email: teststudent000@gmail.com

Program of Study: Test

Degree: Master's Degree

Supervisor: Test Supervisor

Do you have a co-supervisor?
Yes

Co-supervisor Name: Test Co-Supervisor

Co-Supervisor Email Address: teststudent000@gmail.com

Number of committee members (not including supervisor and co-supervisor): 2

Committee Member 1 Name: Test Committee 1


Date of last meeting between student and committee: 03/11/2021

Declaration of definition understood
 I have read and understand the definitions of Satisfactory, Improvement Required and Unsatisfactory. [View definitions.](#)

Student's Academic Progress
 I have reviewed the student's grades to confirm if they are not making progress in their courses.

Student progress in the last term(s) (S/C/Res/With)?
Satisfactory

Please provide a rationale for the student's progress being marked satisfactory:
Test


Supervisory Signature:


Date: 03/05/2021

Approved
Send

Thank you,

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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 Approval - Test Student - APR A

The College of Graduate Studies - gradstudies@ubc.ca

Test Student's Annual Progress Report A is ready for your review. Please review the submission within this email and click either the "Approve" or "Reject" link to approve or reject the submission (located at the bottom of this email).

9:47 AM (2 minutes ago)

STUDENT SECTION

Name
Test Student

Email
teststudent@ubc.ca

Program of Study
Test

Degree
Masters Degree

Supervisor
Test Student

Do you have a co-supervisor?
Yes

Co-supervisor Name
Test Co-Supervisor

Co-supervisor Email Address
testco-supervisor@ubc.ca

Number of committee members (not including supervisor and co-supervisor?)
2

Committee Member 1 Name
Test Committee 1

Committee Member 1 Email Address
testcommittee1@ubc.ca

Committee Member 2 Name
Test Committee 2

Student's Academic Progress

I have reviewed the student's grades to confirm if they are making satisfactory progress in their courses.

Student progress in the last twelve (12) months?
Satisfactory

Please provide a rationale for the student's progress being marked satisfactory:

Supervisory Signature


Date
03/05/2021

Approved
Satisfactory

Thank you,

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The University of British Columbia | Okanagan Campus | 1000 University Way | Kelowna, BC | V1Y 1V7
888.221.1137 | 250.808.5811 | 250.808.5811
ubc.ca | @ubc | #ubc

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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>

O 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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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](#)

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

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

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 Approval - Test Student - APR A

 College of Graduate Studies <gradadmin.ubco@ubc.ca>
Allen, Haley
Friday, March 5, 2021 at 9:49 AM
[Show Details](#)

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


Please review the form and complete the Program Coordinator 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,

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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](#)

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 COORDINATOR SECTION

To be completed by the student's program coordinator.

Meeting Required? *
 Yes
 No

Is this student nominated for a University Graduate Fellowship Award (UGFA)? *
 Yes
 No

Please indicate the student's months of study as of April 30: *

Additional Comments: *

Signature *

Date *

SUPERVISOR SECTION - USER INPUT (PENDING INPUT)

User: Haley Allen (Pending)

Note

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*