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 \rightarrow supervisor \rightarrow co-supervisor (if applicable) \rightarrow committee members \rightarrow program assistant \rightarrow program coordinator \rightarrow student final approval \rightarrow CoGS and program final copy.

Annual Report A - Biology

student submits \rightarrow supervisor \rightarrow co-supervisor (if applicable) \rightarrow program assistant \rightarrow program coordinator \rightarrow student final approval \rightarrow CoGS and program final copy.

Annual Report A - English, Fine Arts, Social Work

student submits \rightarrow program assistant \rightarrow supervisor \rightarrow co-supervisor (if applicable) \rightarrow committee members \rightarrow program coordinator \rightarrow student final approval \rightarrow CoGS and program final copy.

Annual Report A - Interdisciplinary Graduate Studies

student submits \rightarrow program assistant \rightarrow supervisor \rightarrow co-supervisor (if applicable) \rightarrow committee members \rightarrow theme coordinator/program coordinator \rightarrow student final approval \rightarrow 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, Compute 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

The form will automatically be sent to your supervisor, committee members, program assistant, and program coordinator, rou will receive enail update 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

Name *		
First Email *	Last	
Email *		
Enter Email	Confirm Email	
Program of Study *		
Select from dropdown	*	

Completing the form

- Students access the electronic form in the <u>forms database</u> on <u>gradstudies.ok.ubc.ca</u>.
- 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.

	Thank you for submitting an electronic form. A copy of yo	YOUR SUBMISSION	
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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



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

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 | Sylix Okanagan Nation Territory EME 2121 – 1137 Alumni Avenue | Kelowna, BC | V1V1V7 https://gradstudies.ok.ubc.ca Facebook | Twitter | Instagram



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FORM WORKFLOW INBOX

Please review the Annual Progress Report for Test Student and complete the Supervisor Section as indicated triangles.	by the green	Edit	SUPERVISOR SECTION - USER IP (PENDING INPUT)
Annual Progress Report A : Entry # 9211	show empty fields		User: Haley Allen (Pending) Note
STUDENT SECTION To be completed by the student.			
Name *			Save
Test Student			
Email *			
haleyallen993@gmail.com			
Program of Study *			
Test			
Degree *			
Master's Degree			
Supervisor: *			
Haley Allen			
Do you have a co-supervisor? *			
Yes			
To be completed by the dudent's spenner. Plase review the definitions of Satisfactory, improvement Required, and Unsatisfactory progress before completing this section. Year definitions. Supervisor Name: *			
First Last			
Department: *			
Select from dropdown			
Has the committee met with the student in the last twelve (12) months? *			
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have reviewed the student's grades to confirm if they are/are not making progress in their courses.			
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_O Satisfactory _O Improvement Required			
Onsatisfactory			
- vectors and the standard of the quality of the student, but on objective assessment of the student's progress in the program.			
Supervisory Signature: *			

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 dropdown 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	ē
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Co-Supervisor Notification

- Once the supervisor completes their section, an email will automatically be sent to the cosupervisor'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 Callege of Graduate Studies -graduate isologide cas- to me =	9:47 AM (0 minutes ago)	☆
	Test Buden'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 neject the submission (located at the bottom of this email).		
	STUDENT SECTION		
	Name		
	Text Diudent		
	Enal		
	haivaind92 Burnal.com		
	Program of Study		
	Test		
	Degree		
	Master's Degree		
	Supervisor:		
	Haley Allen		
	Do you have a co-supervisor?		
	Yes		
	Co-supervisor Name		
	Test Co-Supervisor		
	Co-Bupervisor Email Address:		
	haivule:d92ifsmal.com		
	Number of committee members (not including supervisor and co-supervisor)?		
	2		
	Committee Member 1 Name		
	Test Committee 1		
	Committee Member 1 Email Address:		
	haivuler/d92/lismal.com		
	Committee Member 2 Name		
	Test Committee 2		
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Committee Member Notification

0 0

- 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.

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PROGRAM ASSISTANT ROLE

Program	Assistan	Approv	al - Test S	Student - APR	A			
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Test Student	has submitte	d the Annu	al Progress Re	eport for your review	r.			
Please review	the submis	sion and co	mplete the Pr	ogram Assistant Sec	tion.			
If you have an	ny questions	or technica	I difficulties c	ompleting the form	please email grada	admin.ubco@ubc.ca		
Entry								
Thank you,								
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Home / For	m Workflow inbox							

FORM WORKFLOW INBOX

Please review the Annual Progress Report for Test Student and complete the Supervisor Section as indicated by the green triangles.	Edit	SUPERVISOR SECTION - USER INPUT (PENDING INPUT)
Annual Progress Report A : Entry # 9211 show empty field		User: Haley Allen (Pending) Note
STUDENT SECTION		
To be completed by the student.		
Name *		Save Submit
Test Student		
Email *		
haleyallen993@gmail.com		
Program of Study *		
Test		
Degree *		
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 Coordin	ator: *
-	
Select from dropdown	~
Note: This field triggers the workfl inal sign-off of this student's forn	ow for the final sign-off of the form. Please select the person with the authority to provide the n.
Cian atura *	
Signature *	

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.

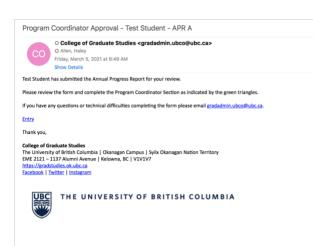
Program Assistant Section

- 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 righthand 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

Date *

PROGRAM COORDINATOR ROLE



FORM WORKFLOW INBOX

Please review the Annual Progress Report for Test Student and complete the Supervisor Section as indicated by the green triangles.	E GIT SUPERVISOR SECTION - USER II (PENDING INPUT)
Annual Progress Report A : Entry # 9211 show empty fei	User: Haley Allen (Pending) Note
STUDENT SECTION	
To be completed by the student.	
Name *	Save
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? *	
_O Ves	
o ¹⁰⁰ Is this student nominated for a University Graduate Fellowship Award (UGF) *	
o Ves	
O 160	
Please indicate the student's months of study as of April 30: *	
Additional Comments: *	
Avanuarian Cammensa.	
Signature *	
O Date *	

Aboriginal Students Postdoctoral Fellows Faculty and Staff

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 righthand 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