THE UNIVERSITY OF BRITISH COLUMBIA
Mechanical Engineering

Department of Mechanical Engineering
6250 Applied Science Lane
Vancouver, BC Canada V6T 1Z4

Phone 604 822 2781
Fax 604 822 2403
www.mech.ubc.ca

Annual Research Progress Report

All MASc and PhD students in the Department of Mechanical Engineering should make systematic and consistent progress in their research.

Students should complete section A and B, detailing the achievements of the previous year and the objectives for the next year and then send to their supervisor for completion of Section C. Upon receiving the completed form back, the student should then forward it to MECH Student Services (students@mech.ubc.ca).

Students who are fellowship holders and already submit an Annual Progress report to G+PS do not need to submit this second report.

Deadlines for submission of progress reports are based on the program start date:

Program start	**Submission deadline**
September	August 30
January	December 30

SECTION A - *To be completed by the student*
Please outline the courses already completed toward the program requirements, including the number of credits and grade received.

Course requirements:
MASc – 30 credits, including the thesis and seminar course (if applicable)
PhD – 33 credits, including the seminar (if applicable) and up to 18 credits exemption based on courses completed during an approved Master's degree.

SECTION B – *To be completed by the student*
Complete this report section in response to the following questions:

1. What progress was made during the previous year toward completing the program requirements (coursework, literature review, research proposal, candidacy, thesis, etc.)? Did the progress meet or surpass the objectives set at the beginning of the year? Please explain.
2. What progress was achieved during the previous year with respect to professional development in the program of studies (conference presentations, publications, etc.)?
3. What program requirements (courses, comprehensive examination, thesis, etc.) still need to be completed? Please specify the completion deadlines for outstanding program requirements, including the specific objectives for meeting these in the next year.
4. Other comments, if any.

SECTION C – *To be completed by the Supervisor*
The Supervisor should review section A and B to ensure accuracy and provide additional comments regarding the student's progress. If progress is not satisfactory, please attach documentation outlining the assessment of the progress.

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Last Name	**First Name**
UBC Student Number	**Graduate Program**

SECTION A: Courses completed (include the number of credits and grade received for each course)

SECTION B: Student's Report

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SECTION C: Supervisor's Comments		
Student Name (Printed)	**Signature**	**Date**
Supervisor Name (Printed)	**Signature**	**Date**