UNIVERSITY OF TORONTO
OISE | ONTARIO INSTITUTE
FOR STUDIES IN EDUCATION

**LHAE Annual Doctoral Student
Progress Form 2023-2024**

The purpose of this form is to document a student's progress in their doctoral program and to record meetings with their assigned faculty advisor, or supervisor, or their thesis supervisory committee.

At OISE, all students are assigned a faculty advisor upon admission. The faculty advisor helps the student with planning course selection and academic issues associated with the program. The thesis supervisor is typically selected by the end of the second year and guides the student through the process of writing a thesis. The thesis supervisor may or may not be the same person as the faculty advisor.

*In LHAE, doctoral students must have **at least one** documented meeting per year with either: their faculty advisor, or with their thesis supervisor if they have one, or with their thesis supervisory committee if they have one. The academic year spans from September to August.*

Section A: Student Information (to be completed by the student)

Student Name:	U of T Email:	
Student Number:	Start Date:	Current Year of Study:
Name of: ☐ Faculty Advisor ☐ Thesis Supervisor	Are you currently registered? ☐ Yes ☐ No	
Degree: ☐ EdD ☐ PhD ☐ PhD Flex	Program: ☐ Adult Education & Community Development ☐ Educational Leadership & Policy ☐ Higher Education	

Have you taken an official leave of absence? ☐ Yes ☐ No If yes, when? _____

Are you planning to request an official leave of absence? ☐ Yes ☐ No If yes, when? _____

Section B: Coursework (to be completed by the student)

List the courses you have taken. If you are currently enrolled in a course, write "IPR" instead of the grade.

Course Number and Title	Grade

Section C: Candidacy Requirements (to be completed by the student)

Doctoral students achieve "candidacy" when their coursework, comprehensive requirements, and thesis proposal are completed and approved and when they strike a complete thesis supervisory committee comprised of both supervisor and two additional committee members. For full-time PhD and EdD students, candidacy must be achieved by the end of year 3; for flex-time PhD students, candidacy must be achieved by the end of year 4.

Requirement	If completed, provide date (Month, Year)	If not completed, provide expected date (Month, Year)
Coursework completed		
Comprehensive passed		
Thesis Supervisor officially approved (paperwork submitted)		
Thesis Supervisory Committee officially formed (in consultation with Thesis Supervisor)		
Thesis Proposal approved (by Supervisory Committee)		
Candidacy achieved*		

*If you have achieved candidacy, it will appear in your academic history on ACORN/ROSI.

Section D: Thesis (to be completed by the student)

If you have achieved candidacy and are working on your thesis research, please fill in the table below.

Stage	If completed, provide date (Month, Year)	If not completed, provide expected date (Month, Year)
Study Protocol approved by Research Ethics Board (if relevant for your study)		
Data Collection completed		
Data Analysis completed		
Chapters of thesis submitted to Supervisor		
Complete draft of thesis submitted to Supervisor		
Final Oral Examination scheduled		

Thesis Title:

Section E: Record of the Meeting (to be completed by faculty advisor, thesis supervisor, or thesis supervisory committee during the meeting)

Date of meeting (e.g. September 1st, 2023):	
Describe the student's progress in their program during the past academic year:	
List any academic and/or professional development achievements accomplished by the student during the past year (conference presentations or attendance, publications, training, etc.):	
Describe the student's next steps:	

Faculty Advisor/ Thesis Supervisor:	Department(e.g. LHAE):	Signature:
Committee Member:	Department(e.g. LHAE):	Signature:
Committee Member:	Department(e.g. LHAE):	Signature:

Section F: Student Acknowledgement

☐ I have retained a copy of this completed form for my own records (recommended)

☐ I have attached further details and/or a response (optional)

Student Signature:	Date:

Section G: Departmental Review and Processing

Reviewed by:	Signature:	Date:
Entered on ROSI by:	Signature:	Date: