

# Annual Student Progress Report

## DMin | Post-Comprehensive Exams



**Section 1** — completed by the Student in advance of the Supervisory Committee meeting.

**Section 2** — completed by the Supervisory Committee.

**Section 3** — completed by the Student and form sent to the GCTS by **June 1** of each year, [gcts.office@utoronto.ca](mailto:gcts.office@utoronto.ca)

Note that in the case of a discrepancy between the explanatory notes below and the regulations in the current [Graduate Conjoint Degree Handbook](#), the regulations in the Handbook will prevail.

See Appendix on page 4 for Handbook Reference details.

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### SECTION 1 — Student Information

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Last Name

First Name

Student number

Year of Admission

College of Registration

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**Dates of meetings with committee since last report (please list all)**

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#### Committee Members — Handbook §D4<sup>1</sup>

Supervisor

Member #1

Is Member #1, Co-Supervisor?

Yes

No

Member #2

Has the committee changed since the last report? Please provide details:

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#### Thesis Proposal — Handbook §D9<sup>2</sup>

Has the thesis proposal been completed and approved?      Yes      No

If **YES**, has the thesis proposal been submitted to the GCTS?      Yes      No

If **NO**, please indicate:

- The portion of the proposal already completed:

- The expected dates of **completion**:

and **approval**:

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#### Ethics Approval — Handbook §D9<sup>3</sup>

Does the project require ethics board approval?      Yes      No

If **YES**, has the approval been received?      Yes      No

If **YES** has the approval been submitted to the GCTS?      Yes      No

If **NO**, indicate the expected submission date to the Uof T Ethics Board:

**Thesis Writing — Handbook §D10**

Provisional thesis title:

What percentage (approx.) of the work is complete? What work has been done in the last 12 months?

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**Submission History (last 12 months)**

**Work submitted to committee**  
eg. Chapter 1

**Date submitted**

**Date feedback received**

What work remains to be done and what part of this work will be completed in the next 12 months?  
(Please be as detailed as possible.)

Anticipated submission date of completed thesis for Final Oral Examination:

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**Professional Development (PD)**

Indicate any PD activities over the last 12 months. (e.g. teaching, conferences, training, publications)

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## SECTION 2 – Committee Assessment of Progress

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If applicable, please comment on:

- **Timeframe** – Comment on the student's progress with reference to the timeframe in §C1.3<sup>4</sup>.
- **Delays** – Include reasons for any delay in coursework, an approved prospectus, and/or general exams planning
- **Languages** – Give a brief statement of languages and their relevance to student's research
- **Improvements** – Indicate any specific improvements that are required over the next year
- **Advice/Support** – Indicate any other advice/support relative to the student's progress and professionalization.

If the committee would like to meet with a GCTS representative to discuss the student's progress please email [gcts.office@utoronto.ca](mailto:gcts.office@utoronto.ca).

### Committee Signatures

We attest that the above information is correct, and has been reviewed and approved by all members of the committee.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Supervisor, if applicable \_\_\_\_\_ Date: \_\_\_\_\_

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## SECTION 3 – Student Comments

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Please offer any comments on Sections 1 or 2 above (a separate sheet may be appended):

If you would like to meet with a GCTS representative to discuss your program/progress please email [gcts.office@utoronto.ca](mailto:gcts.office@utoronto.ca).

### Student Signature

I attest to the accuracy of the information in Section 1 and have read and understood the comments in Section 2.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

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APPENDIX

Handbook Section References

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<sup>1</sup> Changes in committee are reported to the GCTS in the Student Progress Report. All changes of supervisor must be approved by the Associate Director, Graduate Programs.

Changes of supervisor and/or changes in the thesis topic after the approval of the thesis proposal may require a new thesis proposal, and possible additions to the student's program in light of the degree regulations.

The confirmed supervisor and supervisory committee assist students in preparing the thesis proposal (see §D9). The committee is consulted throughout the writing of the thesis (see §D10), is involved in its submission process (see §D11), and takes part in the final oral examination (see §D12).

<sup>2</sup> The thesis proposal is normally completed within three months of the completion of the Comprehensive Examination, and by the end of the third year (see §D1.3).

Should the student later make substantial changes in their approach to the thesis, the student should consult with their supervisor on the advisability of submitting a new thesis proposal (see §D9.6).

<sup>3</sup> Research on human subjects may not be carried out without prior REB approval. REB approval must be renewed yearly; students may not continue research with an expired REB approval, as per REB regulations and MOA (Memorandum of Agreement). The research ethics protocol may be closed with the REB once the analysis is complete. Any research on human subjects carried out without REB may not be used in the final thesis.

<sup>4</sup> **Year 3**

May - Aug	TSM5022H - Qualitative Research and Design
Sep - Dec	Comprehensive examination; thesis proposal
Jan - Apr	Research Ethics Board (REB) approval; thesis research

**Year 4**

Thesis research and writing; final oral examination

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