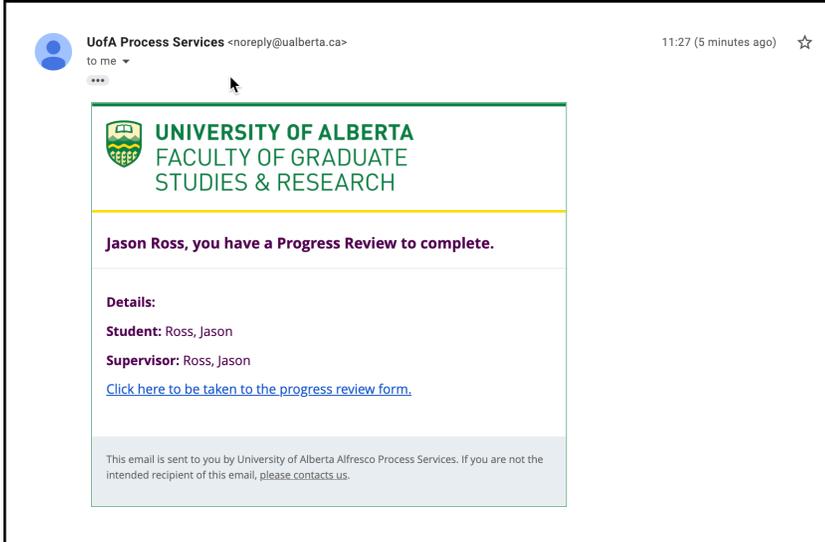# INSTRUCTIONS FOR GRADUATE STUDENTS
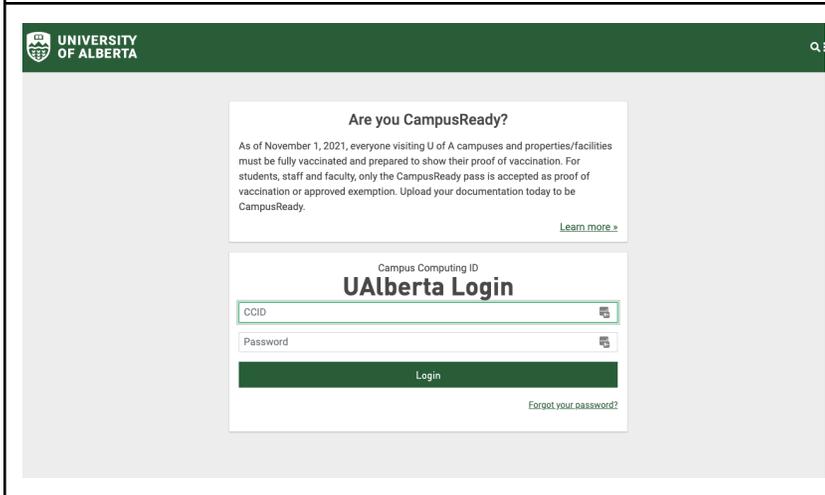
	The Graduate Student Progress Report process starts automatically approximately 2 months before the scheduled review date. If this follows the completion of the Supervisor - Student Guidelines process it will automatically trigger in the March following the completion of that process. Graduate students will receive an email listing themselves and their supervisor with a link to the progress review form. Click the link to continue.
	Enter in your CCID and password if requested

UNIVERSITY OF ALBERTA
FACULTY OF GRADUATE
STUDIES & RESEARCH

FGSR - Graduate Student Progress Review

Requirements, Milestones, and Study Status
Participant Information
Student Information

Student Name	Student ID	Student CCID
Ross, Jason	0009856	jbross

Supervisor Information

Supervisor Name	Supervisor CCID
Ross, Jason	jbross

Co-supervisor Information (if applicable)

Co-supervisor Name	Co-supervisor CCID
Ross, Jason	jbross

If any of the above information is incorrect, please contact the Faculty of Graduate Studies and Research immediately at grad.mail@ualberta.ca.

Committee Member Information
Please fill in the CCID for up to 3 supervisory committee members who are not the supervisor or co-supervisor.

①

Committee Member #1 Name	Committee Member #1 CCID

Committee Member #2 Name	Committee Member #2 CCID

Ⓐ Save Form

Progress Information and Goals
② **Progress Information**
Thesis Proposal Approved? *
-- Select --

Research Ethics Approved (and renewed if applicable)? *
-- Select --

Research Completed? *
-- Select --

List any Publications & Abstracts (completed in the past year), if applicable:

Funding
③ Please fill in funding details if your department has requested you do so; please leave blank if not.

Enter in the funding fields and click the "Add Funding Entry" button. Repeat for all funding sources.
Note: Any data not showing in the table will not be saved.

Graduate Research Assistant Fellowship (GRAF)

Amount	Term

Ⓑ Add Funding Entry

Select Row	Amount	Term

Ⓒ Delete Selected Row

List other Distinctions, if applicable:

Save Form

Guidelines & Supervisory Committee Meeting Details
④ **Supervisor - Student Guidelines**
The Supervisor - Student Guidelines (SSG) must be completed as soon as possible after registration, but no later than at the time of submission of the first progress report. The SSG only needs to be completed once during a student's program, unless the student changes his/her supervisor(s), and/or the terms of the agreement change, in which case a new SSG would be required. The SSG form is available on the FGSR website.

Is the existing Supervisor - Student guideline still valid? *
-- Select --

Supervisor and Supervisory Committee Meetings Information
Has the student met with the supervisor(s) or the supervisory committee during the reporting period? *

Note: PhD students must meet with their entire committee at least once a year to review the student's progress, as per FGSR regulations.

-- Select --

Save Form   Submit Form   **Ⓓ**

Fill in the information on the form sections
1. Requirements, Milestones and Study Status
This included the Committee Member information
2. Progress Information and Goals
3. Funding (if required by your Faculty or Department)
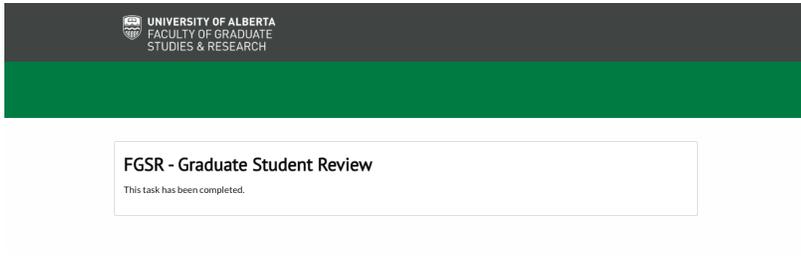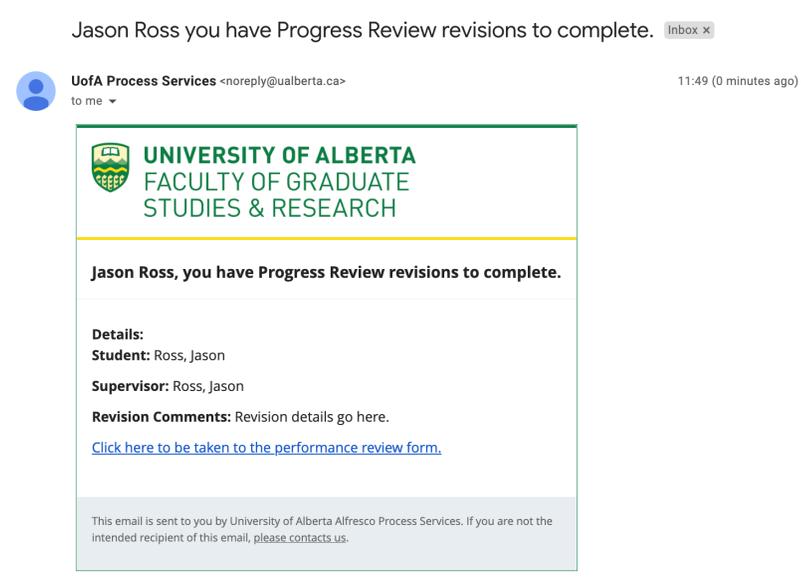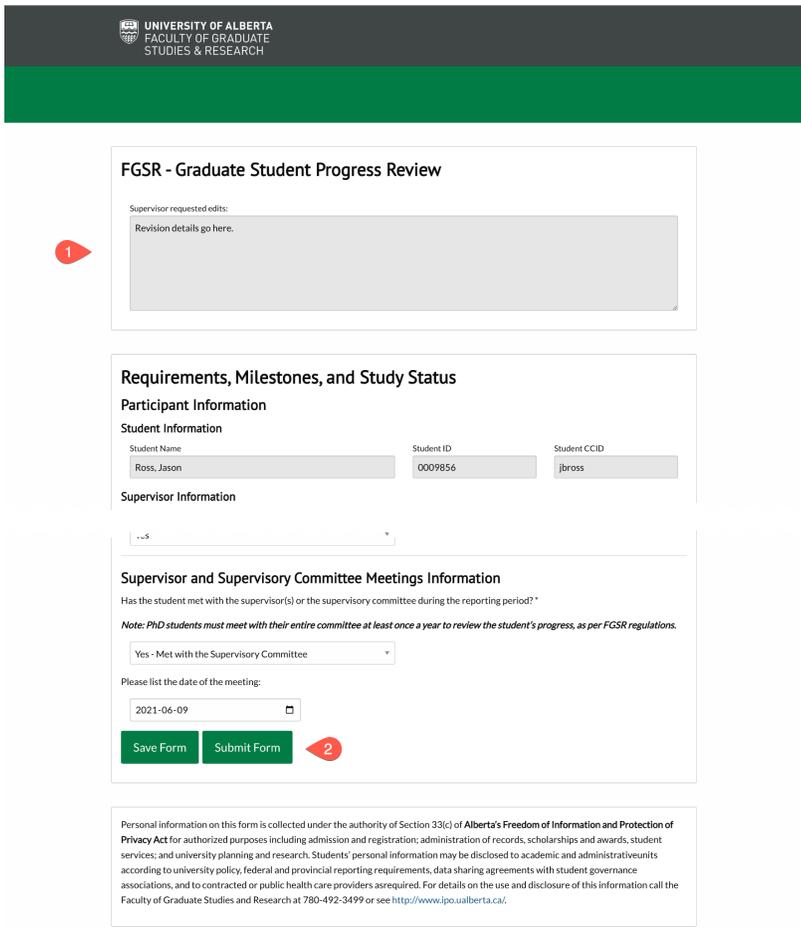4. Guidelines and Supervisory Committee Meeting Details

You can save your form information at any time using the Save Form buttons found throughout the form.

If your are adding funding information ensure your click the "Add Funding Entry" button and the data appears in the table below. Any data not showing in the table below will not be saved or sent to your supervisor.

If you need to delete a funding row, click the checkbox beside the entry and then click the "Delete Selected Row" button.

Click on the Submit Form button once you have filled in all information.

UNIVERSITY OF ALBERTA

FGSR - Graduate Student Review This task has been completed.	Once you have successfully completed the form the page will reload and a message will show that you completed the task.. You can leave the page or close the tab.
Jason Ross you have Progress Review revisions to complete. Inbox × UofA Process Services <noreply@ualberta.ca> 11:49 (0 minutes ago) to me **UNIVERSITY OF ALBERTA** **FACULTY OF GRADUATE STUDIES & RESEARCH** **Jason Ross, you have Progress Review revisions to complete.** **Details:** **Student:** Ross, Jason **Supervisor:** Ross, Jason **Revision Comments:** Revision details go here. Click here to be taken to the performance review form. This email is sent to you by University of Alberta Alfresco Process Services. If you are not the intended recipient of this email, please contacts us.	If your supervisor has requested changes to your submission you will get an email with the subject, "<student name> you have Progress Review revisions to complete." Details of the revisions requested will be in the body of the email under the student and supervisor names. Click the link in the email and sign in using your CCID and Password if required.
FGSR - Graduate Student Progress Review Supervisor requested edits: Revision details go here. **Requirements, Milestones, and Study Status** **Participant Information** Student Information Student Name: Ross, Jason Student ID: 0009856 Student CCID: jbross Supervisor Information **Supervisor and Supervisory Committee Meetings Information** Has the student met with the supervisor(s) or the supervisory committee during the reporting period? * *Note: PhD students must meet with their entire committee at least once a year to review the student's progress, as per FGSR regulations.* Yes - Met with the Supervisory Committee Please list the date of the meeting: 2021-06-09 Save Form Submit Form Personal information on this form is collected under the authority of Section 33(c) of **Alberta's Freedom of Information and Protection of Privacy Act** for authorized purposes including admission and registration; administration of records, scholarships and awards, student services; and university planning and research. Students' personal information may be disclosed to academic and administrative units according to university policy, federal and provincial reporting requirements, data sharing agreements with student governance associations, and to contracted or public health care providers as required. For details on the use and disclosure of this information call the Faculty of Graduate Studies and Research at 780-492-3499 or see http://www.ipo.ualberta.ca/.	1. The requested revisions will be displayed at the top of the form. 2. Once all requested revisions have been made, click on the submit form button. Once you have successfully completed the form the page will reload and a message will show that you completed the task.. You can leave the page or close the tab.

UofAProcessServices <noreply@ualberta.ca> 12:57 (1 minute ago) to me ▾ **UNIVERSITY OF ALBERTA** **FACULTY OF GRADUATE** **STUDIES & RESEARCH** **Progress Review working copy for Jason Ross** Attached is a working copy of your progress review. You will receive a final copy after your co-supervisor (if applicable) and supervisory committee members review the information and your supervisor sets the next progress review date. This email is sent to you by University of Alberta Alfresco Process Services. If you are not the intended recipient of this email, please contacts us. 📄 **tempReviewDoc.pdf**	Once the supervisor has completed their review, an email with the subject "Attached is a working copy of your Progress Review" This email will have a PDF of the information you entered to assist with the Supervisory Committee meeting.
2021 - 2022 Progress review for Jason Ross. Inbox × **UofAProcessServices** <noreply@ualberta.ca> 14:21 (1 minute ago) to me ▾ **UNIVERSITY OF ALBERTA** **FACULTY OF GRADUATE** **STUDIES & RESEARCH** **Attached: 2021 - 2022 Progress review for Jason Ross.** **Details:** **Student:** Ross, Jason **Supervisor:** Ross, Jason **Reporting Period:** 2021 - 2022 This email is sent to you by University of Alberta Alfresco Process Services. If you are not the intended recipient of this email, please contacts us. 📄 **2022-04-28 -** ...	Once your supervisor has set your next review date, or stated that no further supervisory committee meetings are required, you will receive an email with the subject, "*<reporting period>* Progress review for *<student name>*. This email will have a PDF attachment with the complete information, committee member comments, and next review date.