

Graduate Tracking System (GTS)

May 2025

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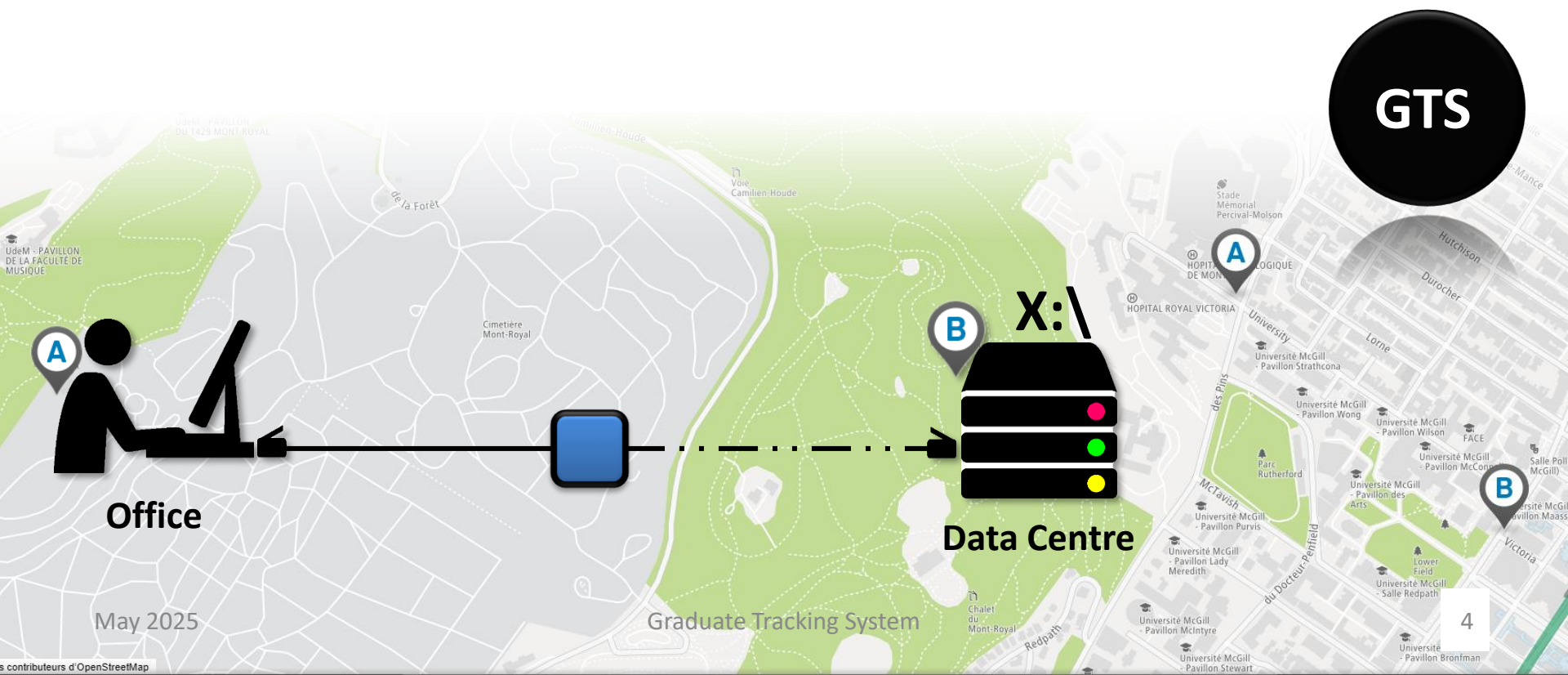
GTS – What is it?

- A computer-aided system for student administrators to track graduate students and manage graduate programs
 - Complements McGill's myProgress system, intended for students and supervisors
- Assists GPCs by automating the creation of the next step(s) needed to follow student progress
- Yields reports for the GPC, GPD, and Dept. Chair



GTS Implementation

- Implemented with Microsoft Access
 - Local application
 - Data files reside on a mapped network drive on campus



myProgress vs the GTS

myProgress (Milestones)

- An audit tool to mark milestones completed by student
- Designed for students and supervisors
- Sends automated reminder to students of upcoming milestone

GTS

- A reactive system to track student milestones and manage tasks
- Designed for the GPC
- Email templates and bulk emailing tool facilitates communications with students
- And more

GTS Objectives

- Comprehensive, integrated tool to track and document graduate student progress
- Support the GPC
- Provide missing tracking/reporting tools
- Incorporate business rules
 - Timeline awareness
 - Support staff turnover
- Minimize data entry
 - Data Warehouse integration
- Ensure data integrity

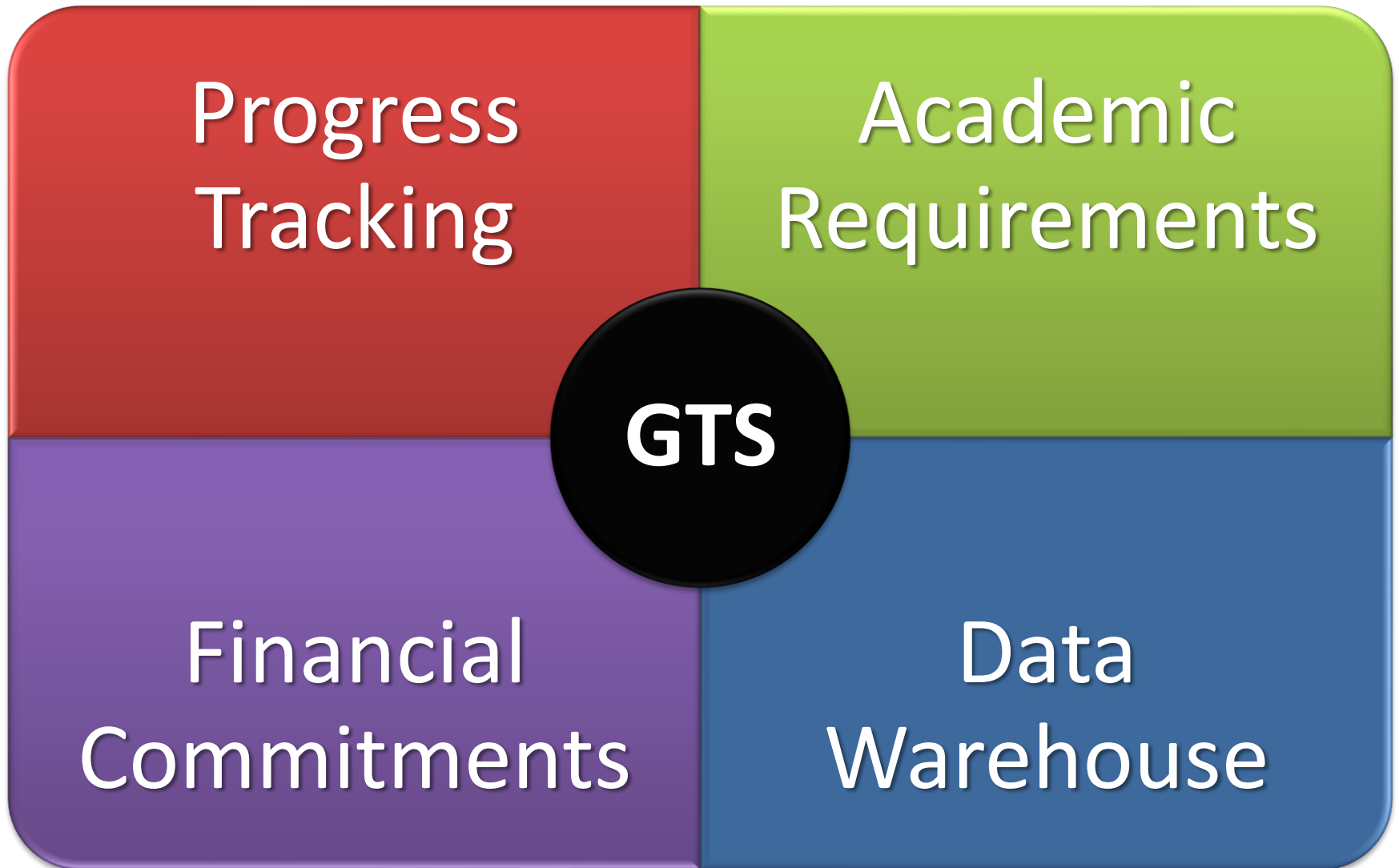


GTS Objectives

- General purpose
 - Customized to department's specific needs
 - Simple or complex tracking
 - Also supports tracking internships; diploma and certificate programs; etc.
- Support for electronic records



GTS Components



GTS Tracking Concept: Meeting Sequence

A “meeting” defines a student’s status throughout their stay.

Example: Ph.D. Meeting List

Committee Selection

Preliminary (*Objectives*)

Comp Prep

Comp Exam

Progress

Pre-Submission

Initial Thesis Submit-1

Initial Thesis Result-1

Oral Defense

Final Thesis Submission

Initial Thesis Submit-2

Initial Thesis Result-2

Oral Defense Management

Thesis Revision

Oral Defense (Repeat)

Termination



Next meeting automatically created based on:

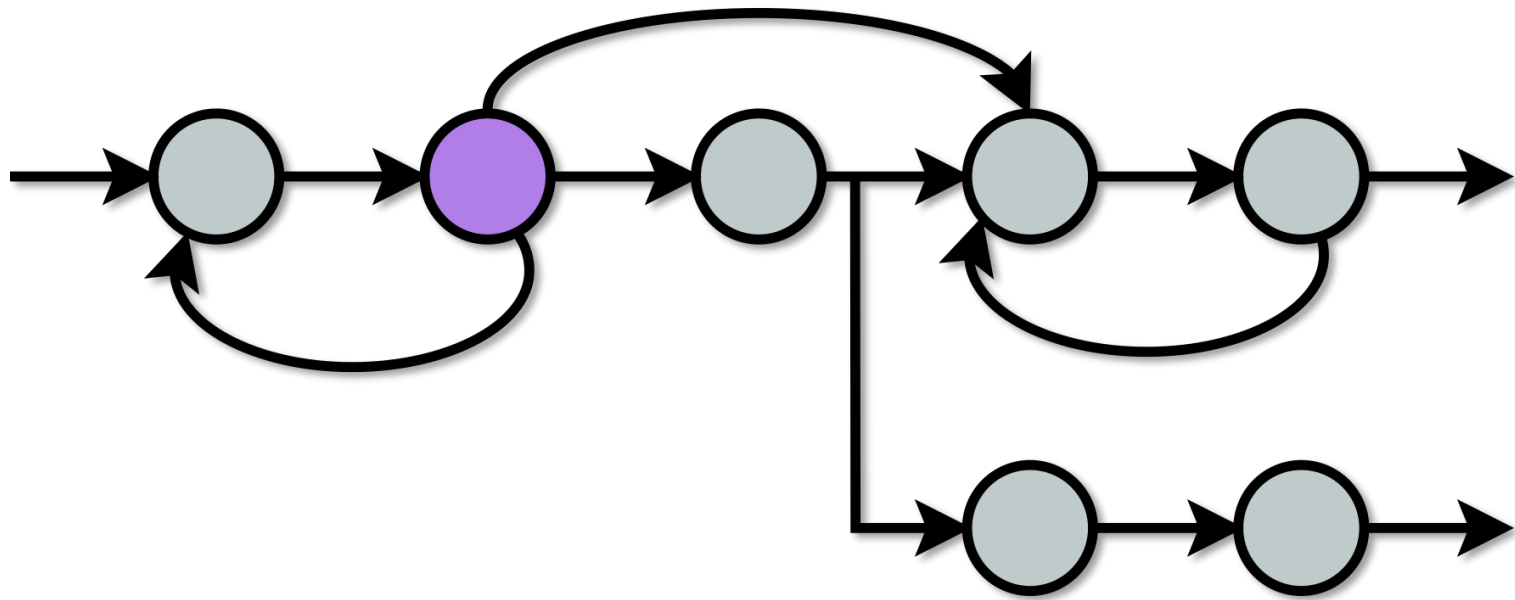
- **Current meeting outcome**
 - Satisfactory
 - Conditional
 - Unsatisfactory
- **Dept./University timeline guidelines**

GTS is an assistant



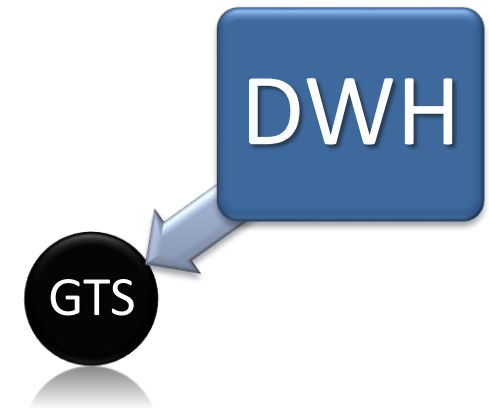
Integrated Business Rules

- GPC is guided in the next step
- Complex flow between meetings is seamlessly handled
 - A meeting outcome can fork a separate meeting stream



GTS for the GPC/GPD

- GTS supports tracking
 - Student status well defined
 - GTS-created reminder tasks
- Links to Data Warehouse
 - Imports new student cohorts
 - Tracks academic requirements
 - Pre-requisite courses
 - Courses prescribed by advisory committee
 - User-friendly degree audits
 - Bulk degree audits



GTS for the GPC/GPD

- Links to Data Warehouse (Cont.)
 - Creates unavailable reports
 - Returning non-registered students
 - Duplicate course registration
 - Outstanding course registration
 - Outstanding course grades
- } Courses associated with meetings (e.g., PhD Comprehensive exam)
- Track internal departmental requirements
 - E.g., seminar attendance
 - E.g., conference presentation
 - Student's committee uploaded to Minerva with a click of a button



GTS for the GPC/GPD

- Manages Faculty fund allocation
 - No spreadsheet on the side
- Supports electronic storage
 - Remote access to student records and files
- Stores/Links to critical student information
 - GTS Degree audit + advising transcript
 - Registration status
 - Residence status
 - Email address
- Time saving
 - No application switching
 - Integrated email (MS Outlook)



Example of a Student Record

Student Records

Show Students

Find Student

Close

Student ID

26030533

Last Name

Miss

First Name

Miss

Prefix

Miss

Gender

F

Degree

PHD

Department

Biological & Biomedical Engr

Status

In Program

Term Code

201609

Program Entry

Normal

Status Date

2016-09-01

Entry Year

2

Audit Type

Regular

Meeting Stream

2

Location

Non-Duff

Affiliation

TBD

Res Fee/CC Yr

Program

Email

Committee

Meetings

Tasks

Notes

Funding

Requirements

Status History

Misc

Tags

Meeting Handler

All

Meeting Type

Comp Exam

Meeting Date

2017-11-06

Meeting Status

Due

Meeting Notes (Below)

Add Task

Due

Scheduled

Satisfactory

Conditional

Unsatisfactory

2017-09-21 Email sent planned to stay there u

Bulk Email Tool

Notice: 0

Remi

Meeting Notes shortcuts

Committee Selection

Preliminary - Plan

Preliminary

Comp Prep - Plan

Comp Prep

Comp Exam - Plan

Comp Exam

Progress - Plan

Progress

Pre-Submission - Plan

Pre-Submission

Initial Thesis Submit-1

Initial Thesis Result-1

Oral Defense

Final Thesis Submission

Extra Ordinary

Record: 1 of 6

No Filter

Search

Progress Tracking Report

Print Meeting Form

Open Doodle®

Degree Audit

Open Course Catalog

myProgress

Refresh

Record: 80 of 83

Filtered

Search

Example of a Student Record

Student Records

Show Students

Find Student

Close

Student ID

260-30533

Last Name

Miss

First Name

Miss

Prefix

Miss

Gender

F

Imported from Central

Degree

PHD

Department

Biological & Biomedical Engr

Status

In Program

Term Code

201609

Program Entry

Normal

Status Date

2016-09-01

Entry Year

2

Audit Type

Regular

Meeting Stream

2

Location

Non-Duff

Affiliation

TBD

Committee

Meetings

Tasks

Notes

Funding

Requirements

Status History

Misc

Tags

What can be tracked:

Committee:

supervisors, advisory committee, oral defense committee

Meetings:

(shown) meetings and associated notes

Tasks:

tasks associated with meetings

Notes:

free-form text for miscellaneous notes

Funding:

Departmental financial commitments and other funding

Requirements:

Prescribed courses and internal requirements

Status History:

history of status changes (includes leaves for proper computation of time in program)

Misc:

Miscellaneous information

Tags:

User-defined tags than can be queried for a report

Meeting Handler

Meeting Type

Meeting Date

Meeting Status

All

GPC

Comp Exam

2017-11-06

Due

2017-09-21 Email sent planned to stay there u

Committee Selection

Related

Seq 1

Due

2017-09-21 Email sent planned to stay there u

Preliminary - Plan

Related

Seq 1

Scheduled

2017-09-21 Email sent planned to stay there u

Preliminary

Related

Seq 1

Satisfactory

2017-09-21 Email sent planned to stay there u

Comp Prep - Plan

Related

Seq 1

Conditional

2017-09-21 Email sent planned to stay there u

Comp Prep

Related

Seq 1

Unsatisfactory

2017-09-21 Email sent planned to stay there u

Comp Exam - Plan

Related

Seq 1

2017-09-21 Email sent planned to stay there u

Comp Exam

Related

Seq 1

2017-09-21 Email sent planned to stay there u

Progress - Plan

Related

Seq 1

2017-09-21 Email sent planned to stay there u

Progress

Related

Seq 1

2017-09-21 Email sent planned to stay there u

Pre-Submission - Plan

Related

Seq 1

2017-09-21 Email sent planned to stay there u

Pre-Submission

Related

Seq 1

2017-09-21 Email sent planned to stay there u

Initial Thesis Submit-1

Related

Seq 1

2017-09-21 Email sent planned to stay there u

Initial Thesis Result-1

Related

Seq 1

2017-09-21 Email sent planned to stay there u

Oral Defense

Related

Seq 1

2017-09-21 Email sent planned to stay there u

Final Thesis Submission

Related

Seq 1

2017-09-21 Email sent planned to stay there u

Extra Ordinary

Orphan

Seq 1

Bulk Email Tool

Notice: 0

Remi

Meeting Notes shortcuts

Record: 1 of 6

No Filter

Search

Refresh

Open Doodle®

Degree Audit

Open Course Catalog

myProgress

Record: 80 of 83

Filtered

Search

GTS Reports for the GPC

The screenshot displays the 'Main Switchboard' window for 'BBME Student Tracking'. The interface includes a navigation menu on the left with tabs for Management, Reports, Maintenance, Custom, and Setup. The 'Reports' tab is active, showing a list of report categories. A red box highlights 'Outstanding Meetings' and 'Outstanding Tasks' in the 'Reports' section. A yellow box highlights 'Progress Tracking Report' in the 'Reports' section. A yellow box highlights 'Degree Audit' in the 'Reports' section. A yellow box highlights 'Exit' in the bottom left corner. A yellow box highlights 'Production Mode' in the bottom center. A yellow box highlights 'Close' in the top right corner. A yellow box highlights 'Prefix Miss' in the top left corner. A yellow box highlights 'Gender F' in the top right corner. A yellow box highlights 'Res Fee/CC Yr' in the top right corner. A yellow box highlights 'Email' in the top right corner. A yellow box highlights 'Program' in the top right corner. A yellow box highlights 'Add Task' in the bottom right corner. A yellow box highlights 'Print Meeting Form' in the bottom right corner. A yellow box highlights 'Open Doodle®' in the bottom right corner. A yellow box highlights 'Open Course Catalog' in the bottom right corner. A yellow box highlights 'ing Notes (w)' in the bottom right corner. A yellow box highlights 'pan and' in the bottom right corner. A yellow box highlights 'Add Task' in the bottom right corner. A yellow box highlights 'Print Meeting Form' in the bottom right corner. A yellow box highlights 'Open Doodle®' in the bottom right corner. A yellow box highlights 'Open Course Catalog' in the bottom right corner. A yellow box highlights 'ing Notes (w)' in the bottom right corner. A yellow box highlights 'pan and' in the bottom right corner.

BBME Student Tracking

Management Reports Maintenance Custom Setup

Students
Student Census
Non-Registered Students
Students Residence Fees/CC Year
Student Age Statistics
Students by Supervisor
Supervisor Comparison
Committee Service
Committees by Academic Staff
Supervisory Load by Association
Staff Member Role Allowances
Graduation Stats (Multi-Year)
Time Between Meetings
Meeting Filtering

Outstanding Meetings
Outstanding Tasks

Bulk Degree Audit
Thesis Course Duplicates
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Outstanding Applications for Graduation
Outstanding Prescribed Courses
Outstanding Course Registration
Outstanding Course Grades
Awards Held
BBME Award Commitments (acad. yr)
Funding Distribution
GPS Funding Allocation
Tags

Prefix Miss Gender F
Res Fee/CC Yr
Email
Program
Add Task
ing Notes (w)
pan and
Print Meeting Form
Open Doodle®
Degree Audit
Open Course Catalog

Exit Production Mode

Highlighted reports are shown next. Many others are also relevant.

Report: Student Progress



Biological and Biomedical Engineering
Prog.



Ph.D. Committee Selection and Progress Tracking Report

Student Name: [REDACTED]

McGill ID: 2607 [REDACTED]

Date of Admission: 2023-09-01

Program Entry: Normal

Active Months: 20



A 'baseball card'
summarizing student
progress to date

ADVISORY COMMITTEE

			Joined	Resigned
Chair's representative	Li-Jessen, N	(Physical & Occupational Therap)	2023-11-09	
External Member	Cohen-Adad, J	(Electrical Engineering)	2023-11-09	
Member	Ebrahimi-Kahou, S	(TBD)	2023-11-09	
Supervisor	Vallieres, M	(TBD)	2023-11-09	
Supervisor	Enger, Shirin	(TBD)	2023-09-01	

MEETING HISTORY

Meeting Type	Sequence Number	Status	UP ¹ Points	Condition Satisfied	Date
mCommittee Selection	1	Satisfactory		-	2023-09-30
mPreliminary - Plan	1	Satisfactory		-	2024-01-29
mPreliminary	1	Satisfactory		-	2024-02-05
mComp Prep - Plan	1	Unsatisfactory	0.5	-	2025-01-13
mComp Prep	1	Satisfactory		-	2025-01-20
mComp Exam	1	Due		-	2025-07-21

Report: Degree Audit

Degree Audit

Thesis Courses

Course	Registered
BBME-693 Thesis Research 1	Y
BBME-694 Thesis Research 2	Y
BBME-695 Thesis Submission	Y
BBME-696 Thesis Research 3	Y
BBME-697 Thesis Research 4	Y

Prescribed Courses

Type	Course	Complete
Pre-requisite	COMP-204 Comp. Programming for Life Sci	Y
Pre-requisite	PSYC-305 Statistics for Exper Design	Y

Executive Summary

Time Limitation begins: 2025-09-01 (Estim.)
 Course Cr requirement met: Y (15/15)
 Seminar course Cr requirement met: Y (3/3)
 Approved course Cr requirement met: Y (12/12)

 Core course Cr requirement met: Y (6/6)
 Quantitative course requirement met: Y (1/1)
 ITD-Equiv course requirement met: **N**
 Registered for all Thesis course(s): Y (5/5)
 Prescribed courses completed: Y (2/2)
 Warning: Unknown course(s) may need classification

GPS Failure Policy: No issue

Audit: Unsuccessful

All requirements must be met to allow the student to submit their thesis for review. Credit transfers are factored into the total credits.

Warnings of an incomplete audit may be resolved by:
 1. Classifying unknown course(s) in the course catalog.
 2. Claiming ambiguous courses for the degree under the Requirements tab.

The **Executive Summary**: a customized, concise analysis of the courses taken and completion of internal requirements

The full report also sports a reconstruction of the student advising transcript (not shown here due to space restriction)

Approved Courses Completed/Registered

Course	Approved	Core	Seminar	Quantitative	CoreAsiTD	Unknown
BBME-600N1 Seminars in Biol & Biomed Eng			1			
BBME-600N2 Seminars in Biol & Biomed Eng			1			
BIEN-550 Biomolecular Devices	1	1		1	1	
BMDE-501 Selected Topics:Biomedical Eng	1	1			1	

List of courses that count towards the degree and in what capacity

Report on Outstanding Meetings

Outstanding Meetings for Active Students

Priority color legend:
 Red: Events past due
 Orange: Due events occurring within the next 30 days
 Black: Scheduled events occurring within 30 days
 Grey: Events occurring 31 days or later

Meeting category shown: GPC

Status	ID	Last Name	First Name	Degree	Meeting	Category	Deadline
Scheduled	26033543	Alonso	Hamed	PHD	Initial Thesis Result-1	GPC	2014-10-03
Notes:							
Scheduled	26033543	Alonso	Alonso	MENG	Initial Masters	GPC	2014-12-02
Notes: 9 am in Rob's office.							
Ensure proper meeting member composition.							
Scheduled	26033543	Alonso	Hamed	PHD	Oral Defense	GPC	2014-12-04
Notes: Meeting room booked: 333 Pre-Defense: 9:00 am Defense: 9:15 am							
Due	26033543	Alonso	Kathryn	MENG	Extra Ordinary	GPC	2014-12-19
Notes: Remember to create necessary tasks. Dec 1 - Louis requested this meeting be held before the holidays. Doodle sent							
Due	26033543	Alonso	Kathryn	MENG	Progress	GPC	2015-05-18
Notes: Ensure proper meeting member composition.							

Check daily to see items requiring follow-up

Report on Outstanding Tasks

Outstanding Tasks

Tasks for handler: All



Bulk email tool uses templates for mass mailing

Limit Report Length



Enable Task Edit

ID Status	Student Name	Deg. / Entry	Meeting Type Handler	Meeting Date	Task Description	Task Due On
261401700 IP	Zimo No. 219	PHD 202309	mProgress 1 PhD2 GPC	2025-10-02	Have student schedule meeting. (Use email template AV3.)	2025-08-21
261401700 IP	Meghana No. 220	PHD 202301	mProgress 1 PhD2 GPC	2025-08-29	Prepare file for Chair's rep: print Progress Tracking Report and attach the most recent transcript.	2025-08-28
261401700 IP	Meghana No. 221	PHD 202301	mProgress 1 PhD2 GPC	2025-08-29	<ul style="list-style-type: none"> - Collect the meeting report - Have GPD sign the report - Append GPD-signed report to student file - Email GPD-signed report to student and committee (Email template: MR1) 	2025-08-29
261401700 IP	Eleanor No. 223	PHD 202409	mComp Exam GPC	2025-09-22	Ensure that the student is registered for BBME-701 in the same term that the exam is given.	2025-09-01
2601401700 IP	Zachary No. 226	MSC 202309	mProgress 1 MEng GPC	2025-11-19	Prepare email template AV1: Contact GPD Reps for availabilities. (Give 1 week to reply.)	2025-10-01
2601401700 IP	Zachary No. 227	MSC 202309	mProgress 1 MEng GPC	2025-11-19	<ul style="list-style-type: none"> - Setup Doodle poles given GPD Reps' availabilities. - Update email template AV1 with new Doodle pole links. - Send email template. 	2025-10-08

Tasks help the GPC stay organized by providing action items for a given day

GTS for the Chair

- Business rules defined
 - Facilitates administrative staff changes
- Program status & performance
 - Figures for annual reports and cyclical reviews
 - Student census
 - Time-to-graduation statistics
 - Historical data kept in one place
- Student progress monitoring
- Supervisory performances
 - Load statistics
 - Time-to-graduation

GTS Reports for the Chair

Main Switchboard

BBME Student Tracking

Management Reports Maintenance Custom Setup

Students

- Student Census
- Non-Registered Students
- Students Residence Fees/CC Year
- Student Age Statistics
- Students by Supervisor
- Supervisor Comparison

Committee Service

- Committees by Academic Staff
- Supervisory Load by Association
- Staff Member Role Allowances

Graduation Stats (Multi-Year)

- Time Between Meetings
- Meeting Filtering

Outstanding Meetings

Outstanding Tasks

- Bulk Degree Audit
- Thesis Course Duplicates
- Imminent Graduations
- Outstanding Applications for Graduation
- Outstanding Prescribed Courses
- Outstanding Course Registration
- Outstanding Course Grades

Awards Held

- BBME Award Commitments (acad. yr)
- Funding Distribution
- GPS Funding Allocation

Tags

Exit Production Mode Ver 08-09d © Copyright

Highlighted reports are shown next

Report: Student Census

BBME Student Census

Covering the inclusive term(s): 202409 - 202505



Degree	Returning	New (1)	Re-Admitted	Graduated	End Of Stay (2)	Fast-tracked to Doctoral Prog.	Back-tracked to Master Prog.	File Closed	Deceased	Withdrawn [New] (3)	Withdrawn [Total]	Students Who Did Not Show	Deferred	On Leave or On Hiatus	In Time Limitation	Dormant	Students with Admitted Status	Active Students (4)
MENG	26	0	0	14	0	0	0	0	0	0	0	0	0	1	3	0	0	12
MSC	24	33	0	1	0	3	0	0	0	2	2	0	1	0	0	0	0	50
PHD	104	21	0	13	0	0	1	0	0	0	3	0	1	1	0	0	3	107
TOTAL:																		169

Department-level Census

Notes:

Columns in grey offer additional information only. They do not factor into calculations.

(1): Students who have confirmed on uApply. It includes new students who deferred, did not show, or withdrew within the census period.

(2): Applied to non-Master and non-Doctoral degrees.

(3): Students who withdrew during their first term.

(4): Students who have not officially left the Department at the end of the census period. The count is computed using the entries in black only.

Time-to-Graduation by Degree and Starting Term							
Degree	Admit CC Year	No. of Graduates	Starting Term Number	No. Months Minimum	No. Months Median	No. Months Average	No. Months Maximum
MENG	1+	1	01	34	34	34.0	34
	1+	13	09	26	29	30.8	41
MSC	1+	1	09	9	9	9.0	9
PHD	2	6	01	41	61.5	60.3	70
	2	7	09	53	65	66.9	78

Time-to-Graduation by Degree						
Degree	Admit CC Year	No. of Graduates	No. Months Minimum	No. Months Median	No. Months Average	No. Months Maximum
MENG	1+	14	26	29	31.1	41
MSC	1+	1	9	9	9.0	9
PHD	2	13	41	65	63.8	78

Time-to-Graduation Statistics

Report: Students by Supervisor




- Individual supervision performance report
- Available over arbitrary term range

Supervisor-level Census

Student Supervision

For inclusive terms

201609 - 201705

Student Name	Degree	Ongoing Supervision	Cosupervised	Status	Months Active
1. Funnell, WRJ					
Association: Full-Time					
Affiliation: BME					
Discipline: TBD					
 Sahar	MENG	Yes	No	In Program	25
 Elie	MENG	Yes	Yes	Graduated	38
 Orhun	PHD	Yes	Yes	In Program	25
3 student(s)					

Residency Statistics









Degree	Status	No. of Students	No. Months Minimum	No. Months Median	No. Months Average	No. Months Maximum
MENG	In Program	1	25	25	25.0	25
MENG	Graduated	1	38	38	38.0	38
PHD	In Program	1	25	25	25.0	25

Report: Committee Service

Committee Service

For inclusive terms 201401 - 201409

This reports the committees on which staff served within the indicated time period and the committee role played.

Staff Name	Committee	Committee Role	Student	
			Last Name	First Name
Pike, GB	Advisory	Chair's representative		Sean Jy-Shyang
			Students under role: 1	
			Advisory	Member
	Students under role: 1			
	Advisory	Supervisor		
				Silvain
				Avery
				Mathieu
				Halleh
				Ye
				Yuhan
			Students under role: 7	
			Total Students Under Committee: 9	
	Oral Defense	Supervisor		Silvain
			Students under role: 1	
			Total Students Under Committee: 1	

Report: Graduation Stats

- Time to key meetings and graduation

Graduation Statistics (Multi-Year)

The statistics are for students who had a Graduated status with a date within January 1 of the starting year to December 31 of the ending year, inclusive. All statistics are relative to the start of admission and take into account the time that students were on leave.



Excel



Degree	Year (Calendar)	Admit CC Year	No. of Graduates	(1) Months to Comp Exam			(1) Months to Initial Thesis Submit-1			(1) Months to Final Thesis Submission			(2) Months to Graduation		
				Min	Median	Max	Min	Median	Max	Min	Median	Max	Min	Median	Max
Biological and Biomedical Engineering Prog.															
MENG															
	2021	1+	16				14	24.0	36	15	27.5	39	18	30.0	42
	2022	1+	22				19	23.0	60	20	27.0	61	26	30.0	62
	2023	1+	17				19	27.0	43	21	29.0	47	26	34.0	50
	2024	1+	17				18	23.0	38	21	25.0	41	26	30.0	42
PHD															
	2021	2	10	13	15.0	21	35	51.0	63	39	55.5	67	42	58.0	70
	2022	2	6	4	15.5	18	35	43.0	68	39	49.0	71	42	52.0	74
	2023	1	2	16	18.5	21	55	55.0	55	58	58.5	59	62	62.0	62
		2	14	11	17.0	24	47	53.5	77	51	57.0	79	54	62.0	82
	2024	2	16	11	16.5	24	25	54.5	70	28	61.0	79	30	64.0	82

Notes:

(1): Min and Max values have an error of +/- 1/2 month because the value is rounded to the nearest integer.

(2): Min and Max values have an error of +0, -1 month because the graduation date is rounded to the end of the convocation month.

GTS: Deployment to a New Department

- GTS functionality is defined by entries in the database
 - No MS Access programming required
 - Set up and managed by GTS support staff
- Department must define:
 - Meeting sequence(s)
 - Complexity is determined by what is tracked and to what extent
 - Tasks associated with each meeting
 - Internal academic requirements (if any)

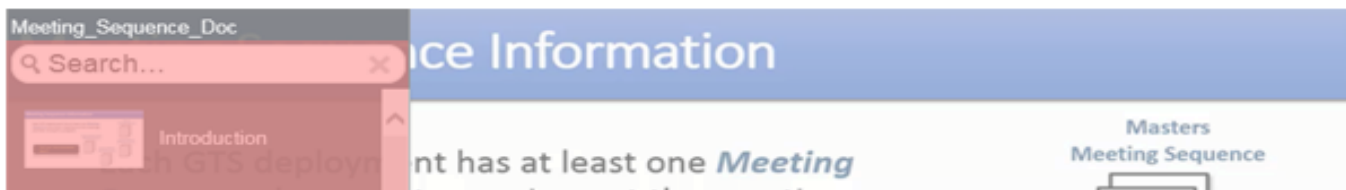
GTS Support

- Staff training
- Instructional videos
- Best practices guide (FAQ, etc.)
- Special needs/requests



This page contains information on how to use the GTS.

Videos have a searchable table of contents that may be activated by clicking on the icon highlighted in the lower right corner of the player, as shown below.



Term Code

202209

Program Entry

Normal

Status Date

2022-09-01

Entry Year

1

Audit Type

2+2

Meeting Stream

2

Location

Duff

Affiliation

TBD

Notes

Notes

Meetings

Tasks

Notes

Funding

Requirements

Status History

Misc

Tags

Date

Note (255 chars max)

Show on Progress Tracking Report

2022-09-01

Took BIOT 505 at ugrad: counts as non-core, interdiscip.

2025-04-15

Degree requirements met (entered in myProgress)

Students

Find Student

Student ID

202409

Last Name

Biological & Biomedical Engr

First Name

Star

Degree

PHD

Department

Biological & Biomedical Engr

Status

In Progre

Term Code

202409

Program Entry

Fast-Track

Status Date

2024-09-01

Entry Year

2

Audit Type

Regular

Meeting Stream

4

Location

Duff

Affiliation

TBD

Student ID

26C

Last Name

Biological & Biomedical Engr

First Name

Ms

Degree

PHD

Department

Biological & Biomedical Engr

Status

In Program

Term Code

201909

Program Entry

Normal

Status Date

2019-09-01

Entry Year

2

Audit Type

Regular

Meeting Stream

4

Location

Non-Duff

Affiliation

TBD

Status History

Misc

Tags

Copy

Other Committees

Oral Defense

Role

Staff Name

External Member

Gynas, M

External Member

Nazhat, S

Member

Prakash, Sat

Supervisor

Tabrizian, Ma

Supervisor

Willie, Bettine

Internal Examiner

Kaartinen, Ma

Dept. Chair/Deputy

Wachsmann

Main Switchboard

BBME Student Tracking

Management

Reports

Maintenance

Custom

Setup

Students

Student Census

Non-Registered Students

Students Residence Fees/CC Year

Student Age Statistics

Outstanding Meetings

Outstanding Tasks

Bulk Degree Audit

Thesis Course Duplicates

Committees by Academic Staff

Supervisory Load by Association

Staff Member Role Allowances

Graduation Stats (Multi-Year)

Time Between Meetings

Meeting Filtering

Outstanding Course Grades

Awards Held

BBME Award Commitments (acad. yr)

Funding Distribution

GPS Funding Allocation

Tags

Exit

Production Mode

Ver 08-09d

© Copyright

Miscellaneous Screenshots

1 of 2

Filtered

Search

169

Filtered

Search

Notes

Notes

Meetings

Tasks

Notes

Funding

Requirements

Status History

Misc

Tags

Date

Note (255 chars max)

Show on Progress Tracking Report

2022-09-01

Took BIOT 505 at ugrad: counts as non-core, interdiscip. Can replace

2025-04-15

Degree requirements met (entered in myProgress)

Students

Find Student

Student ID

202409

Last Name

Biological & Biomedical Engr

First Name

Star

Degree

PHD

Department

Biological & Biomedical Engr

Status

In Progre

Term Code

202409

Program Entry

Fast-Track

Status Date

2024-09-01

Entry Year

2

Audit Type

Regular

Meeting Stream

4

Location

Duff

Affiliation

TBD

Student ID

26C

Last Name

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First Name

Ms

Degree

PHD

Department

Biological & Biomedical Engr

Status

In Program

Term Code

201909

Program Entry

Normal

Status Date

2019-09-01

Entry Year

2

Audit Type

Regular

Meeting Stream

4

Location

Non-Duff

Affiliation

TBD

Status History

Misc

Tags

Copy

Other Committees

Oral Defense

Role

Staff Name

External Member

Gynas, M

External Member

Nazhat, S

Member

Prakash, Sat

Supervisor

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Committees by Academic Staff

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BBME Award Commitments (acad. yr)

Funding Distribution

GPS Funding Allocation

Tags

Exit

Production Mode

Ver 08-09d

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Alternative Courses

Course Title

Course Category

BIOT-505

ITD MENG 2+2

Open Course Catalog

Course Claims

Termcode

Course

section under the Meetings tab.

Use tasks if you need to follow up on something.

09-01

01-01

05-01

05-01

09-01

Status Date Rules

Dormant: Enter the term start date when student stopped registering.

Deferred: Enter the start date of the admission term.

End of Stay: Enter the term start date when the status takes effect.

Exit: Enter the term start date when the student enters their new program.

File Closed: Enter term start date when file is closed.

Graduated: Enter a date in the convocation month (Feb, Jun, or Oct).

In Program: Enter the term start date when the student enters the program.

No-show: Enter a date within the admission term.

OK (Held): Enter the term start date when the status takes effect.

On Leave: Enter the term start date when the status takes effect.

Readmitted: Enter the term start date when the status takes effect.

Time Limitation: Enter the term start date when the status takes effect.

Withdrawn: Enter the date that the student withdraws.

Graduate Transfer

May 2025

Student Record: Committees

Student Records

Show Students

Active

Find Student

Close

Student ID

260

Last Name

First Name

Prefix

Ms

Gender

F

Degree

PHD

Department

Biological & Biomedical Engr

Status

In Program

Term Code

201909

Program Entry

Normal

Status Date

2019-09-01

Entry Year

2

Audit Type

Regular

Meeting Stream

4

Location

Non-Duff

Affiliation

TBD

Res Fee/CC Yr

Email

Program

Committee

Meetings

Tasks

Notes

Funding

Requirements

Status History

Misc

Tags

Copy >

Advisory Committee - Supervisors

Role	Primary	Staff Name	COI	Add
Supervisor	<input checked="" type="checkbox"/>	Tabrizian, Maryam	<input type="checkbox"/>	i
Supervisor	<input type="checkbox"/>	Willie, Bettina	<input type="checkbox"/>	i

Advisory Committee - Others

Role	Staff Name	COI	Add
Chair's representative	Nicolau, Dan	<input type="checkbox"/>	i
External Member	Kaartinen, Mari	<input type="checkbox"/>	i
Member	Murshed, Monzur	<input type="checkbox"/>	i

Other Committees

Oral Defense

Role	Staff Name	COI	Add
External Member	Gynas, M	<input type="checkbox"/>	i
External Member	Nazhat, S	<input type="checkbox"/>	i
Member	Prakash, Satya	<input type="checkbox"/>	i
Supervisor	Tabrizian, Maryam	<input type="checkbox"/>	i
Supervisor	Willie, Bettina	<input type="checkbox"/>	i
Internal Examiner	Kaartinen, Mari	<input type="checkbox"/>	i
Dept. Chair/Deputy	Wachsmann Hogiu, S	<input type="checkbox"/>	i

Record: 4 of 107

Filtered

Search

Detailed committee information

May 2025

Graduate Tracking System

30

Student Record: Tasks

Student Records

Show Students: Active Find Student: [] Close

Student ID: [] Last Name: [] First Name: [] Prefix: [] Gender: F
Degree: PHD Department: Biological & Biomedical Engr Status: In Program
Term Code: 202409 Program Entry: Fast-Track Status Date: 2024-09-01
Entry Year: 2 Audit Type: Regular Meeting Stream: 4
Location: Duff Affiliation: TBD

Prefix: [Image of student] Gender: F Res Fee/CC Yr: [] Program: []
Email: [] [] [] []

Committee Meetings **Tasks** Notes Funding Requirements Status History Misc Tags

Task Handler	Meeting / Date	Task Due Date	Task Status	Task Description
All [] GPC SAO	2025-07-30	2025-06-18	Pending []	Have student schedule meeting. (Use email template AV3.)
GPC []	mComp Exam 2025-07-30	2025-07-01	Pending []	Ensure that the student is registered for BBME-701 in the same term that the exam is given.

Alt+D inserts current date at cursor. Refresh []

Record: 1 of 2 Filtered Search

Record: 13 of 169 Filtered Search

GTS-created and manually-created tasks

Student Record: Notes

Student Records

Show Students

Active

Find Student

Close

Student ID

260

Last Name

First Name

Prefix

M

Gender

M

Degree

MENG

Department

Biological & Biomedical Engr

Status

In Program

Term Code

202209

Program Entry

Normal

Status Date

2022-09-01

Entry Year

1

Audit Type

2+2

Meeting Stream

2

Location

Duff

Affiliation

TBD

Res Fee/CC Yr

Email

Program

Download PDF

Download

Notes exist

Committee

Meetings

Tasks

Notes

Funding

Requirements

Status History

Misc

Tags

Date	Note (255 chars max.)	Show on Progress Tracking Report
2022-12-13	Took BIOT 505 at ugrad: counts as non-core, interdiscip. Can replace with a non-core	<input checked="" type="checkbox"/>
2025-04-15	Degree requirments met (entered in myProgress)	<input checked="" type="checkbox"/>
* 2025-05-28		<input type="checkbox"/>

Record: 1 of 2

Do not use notes to track students. (Notes do not appear in any report.)

Use notes to record supplemental information. For example, an explanation of why a recruitment award payment was adjusted.

Notes specific to a meeting should be added in the meeting notes section under the Meetings tab.

Use tasks if you need to follow up on something.

Record: 41 of 169

Filtered

Search

Student Record: Funding

Student Records

Show Students

Active

Find Student

Close

Student ID

PHD

Last Name

Biological & Biomedical Engr

First Name

Status: In Program

Prefix

Gender

Degree

PHD

Department

Biological & Biomedical Engr

Status

In Program

Term Code

Program Entry

Fast-Track

Status Date

2024-09-01

Entry Year

2

Audit Type

Regular

Meeting Stream

4

Location

Duff

Affiliation

TBD

Res Fee/CC Yr

Program

Email

Committee

Meetings

Tasks

Notes

Funding

Requirements

Status History

Misc

Tags

Funding Source	Edit	Funding Type	Fund No.	Amount	Start Date	End Date
BBME Recruitment (New)		Award/Prize (non-salary)		\$5,000.00	2025-01-01	2025-05-31
CIHR CGSD		Fellowship/Scholarship		\$40,000.00	2025-05-01	2026-04-30
BBME Recruitment (New)		Award/Prize (non-salary)		\$10,000.00	2025-09-01	2026-04-30
CIHR CGSD		Fellowship/Scholarship		\$40,000.00	2026-05-01	2027-04-30
BBME Recruitment (New)		Award/Prize (non-salary)		\$10,000.00	2026-09-01	2027-04-30
CIHR CGSD		Fellowship/Scholarship		\$40,000.00	2027-05-01	2028-04-30
BBME Recruitment (New)		Award/Prize (non-salary)		\$5,000.00	2027-09-01	2027-12-31
*						

Record: 14 1 of 7

TO PREMATURELY TERMINATE EXISTING FUNDING:

- Delete all records having a Start Date in future funding years.

- For the current funding year: (i) change the End Date to indicate when funding was stopped and (ii) change the Amount value to indicate how much the student was actually paid over the truncated funding year.

Record: 14 13 of 169

Filtered

Search

Future installments

Track funding commitments and other awards held by the student

Report: Student Funding Commitments

BBME Purse Allocation for an Academic Year

Term Interval: 202609 to 202705 (inclusive)

PURSE: Departmental

Academic Year	Total Value	Balance
2026-27	\$0.00	(\$85,000.00)



Award Source	Degree	ID	Student Name	Amount	Term Code (Admit)	Start Pay Month (1)	Res. Fee Code (2)
BBME Recruitment (New)	PHD	26172006	Abdullah, Ahsan	\$5,000.00	202309	9	I
BBME Recruitment (New)	PHD	26042001	Abdullah, Ahsan	\$10,000.00	202409	9	Q
BBME Recruitment (New)	PHD	26172006	Abdullah, Ahsan	\$10,000.00	202409	9	C
BBME Recruitment (New)	PHD	26042001	Abdullah, Ahsan	\$10,000.00	202409	9	Q
BBME Recruitment (New)	PHD	26042001	Abdullah, Ahsan	\$10,000.00	202409	9	C

9 C
9 X
9 Q
9 C
9 Q
9 X
9 C

11 students in PHD

Sub-total \$85,000.00

11 awards in this category

Sub-total over award sources \$85,000.00

11 students in total receiving BBME awards

Total Commitments \$85,000.00

Notes:

- (1): A highlighted Start Pay Month indicates that payment for the student may have to be suspended because they are not in active studies. Check the student's status.
- (2): The field will be blank when no information is found in Banrep.

Purse Note:

None

Financial commitments entered in student records yield reports on current and future funding needs

Residence Fee Definitions

Code	Description
C	Canadian or permanent resident
I	International
Q	Quebec resident
X	Government Exemption (Qc fees)

Student Record: Requirements

Student Records

Show Students Find Student Close

Active

Student ID: 2602209 Last Name: [redacted] First Name: [redacted] Prefix: M Gender: M
Degree: MENG Department: Biological & Biomedical Engr Status: In Program
Term Code: 202209 Program Entry: Normal Status Date: 2022-09-01
Entry Year: 1 Audit Type: 2+2 Meeting Stream: 2
Location: Duff Affiliation: TBD

Notes exist

Committee Meetings Tasks Notes Funding Requirements Status History Misc Tags

Course Requirements

Course Type	Course Title	Add
Pre-requisite	PSYC-305 Statistics for Exper Design	
	To be taken: 2022-09-01	
Pre-requisite	COMP-204 Comp. Programming for Life Sci	
	To be taken: 2023-01-01	

Internal Requirements

Type	Date	Description (Below)

Alternative Courses

Course Title	Course Category
BIOT-505	ITD MENG 2+2

Open Course Catalog

Course Claims

Termcode	Course	For Degree
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Record: 14 5 of 12 Filtered Search

Keep track of course and internal requirements (used by GTS degree audit)

Student Record: Status History

Student Records

Show Students

Active

Find Student

Close

Student ID

Last Name

First Name

Prefix

Gender

Degree

Department

Status

Res Fee/CC Yr

Term Code

Program Entry

Status Date

Email

Entry Year

Audit Type

Meeting Stream

Program

Location

Affiliation

Image

PDF

Committee

Meetings

Tasks

Notes

Funding

Requirements

Status History

Misc

Tags

Status	Status Date
Admitted	2023-09-01
In Program	2023-09-01
On Leave	2024-01-01
In Program	2024-05-01
On Leave	2024-05-01
In Program	2024-09-01
*	

Refresh

Add a new record whenever the status changes so as to have a history.
If a record is accidentally added simply delete it.

Status Date Rules
Dormant: Enter the term start date when student stopped registering.
Deferred: Enter the start date of the admission term.
End of Stay: Enter the term start date when the status takes effect.
Exit: Enter the term start date when the student enters their new program.
File Closed: Enter term start date when file is closed.
Graduated: Enter a date in the convocation month (Feb, Jun, or Oct).
In Program: Enter the term start date when the student enters the program.
No-show: Enter a date within the admission term.
On Hiatus: Enter the term start date when the status takes effect.
On Leave: Enter the term start date when the status takes effect.
Readmitted: Enter the term start date when the status takes effect.
Time Limitation: Enter the term start date when the status takes effect.
Withdrawn: Enter the date that the student withdraws.
Deceased: Enter the date of the event.

Record: 14 51 of 169 Filtered Search

Leaves are accounted for in time-in-program calculations