NOTE: Please append all relevant forms to this page. These should be placed into the Graduate Administrators mailbox immediately upon completion of the FYR meeting.

Name: _______________________________  Student No.: _______________________________

Meeting date: ______________________  Program start date: ______________________

Report for:  Transfer to Ph.D. _________  Continuation in M.Sc. __________

First Year Report Outcome:

a) Pass ______
   Continue to complete Ph.D. (Tentative completion date: __________(MM/YY)).

b) Pass_____
   Continue to complete M.Sc. (Tentative completion date: __________(MM/YY)).

c) Deferred ______
   Revised written report required ______
   Revised presentation required ______
   Second defense required ______

Due date for revisions (including second defense): ______________________

(d) *Fail________
   Student is to withdraw from the program. A letter detailing the shortcomings of the student’s performance displayed at the meeting is attached (to be prepared by supervisor).

*Option is to be utilized if the committee feels the student’s background/performance at the FYR could not improve with extra time.

First year research grade: ______________
(Please append any additional supporting documents to justify grade if required)

Please include comments on the following page. Commentary should highlight aspects of the written, oral, and defense portions of the First Year Report.

Signatures

_________________________________________  __________________________
Examiner Committee Member 1  Date

_________________________________________  __________________________
Examiner Committee Member 2  Date

_________________________________________  __________________________
Supervisory Committee Member  Date

_________________________________________  __________________________
Supervisor  Date

_________________________________________  __________________________
Associate Chair (Graduate)  Date
First Year Report – Evaluation Summary

*This section is to be completed by the supervisor – Should contain a summary of the key feedback points arising from the FYR meeting.

Written report comments:
Positive aspects

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Areas requiring improvement

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Presentation comments:
Positive aspects

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Areas requiring improvement

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Oral defense comments:
Positive aspects

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Areas requiring improvement

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
First Year Report – Individual Committee Member Assessment

NOTE: Please append to the First Year Report Evaluation form. These should be placed into the Graduate Administrators mailbox upon completion of the FYR meeting.

Report comments:
- The level of writing, clarity, and coherence is adequate/inadequate for a student pursuing this degree.
- The thesis contains an acceptable/unacceptable level of minor typographical, formatting, and/or grammatical errors.
- The methods, background, framework, and experimental design are adequately described and sufficient for the level of the degree.
- (No) evidence of plagiarism.

Presentation comments:
- The presentation adequately/inadequately described the work, and met quality standards appropriate to the degree level

Oral defense comments:
- The student (failed to) answer(ed) the majority of the questions to an adequate level, or could/could not not answer key questions highly pertinent to the thesis topic.
- The student (failed to) display adequate knowledge and understanding of the background and context of their work.
- The student (did not) display(ed) adequate knowledge of the methods and experimental design of their pertinent to their research.

Assessor initials: _______________

Thesis Examiner: _____ Thesis supervisory committee member: _____
(Check which one applies)
NOTE: Please append to the First Year Report Evaluation form. These should be placed into the Graduate Administrators mailbox upon completion of the FYR meeting.

Report comments:

- The level of writing, clarity, and coherence is adequate/inadequate for a student pursuing this degree.
- The thesis contains an acceptable/unacceptable level of minor typographical, formatting, and/or grammatical errors.
- The methods, background, framework, and experimental design are adequately described and sufficient for the level of the degree.
- (No) evidence of plagiarism.

Presentation comments:

- The presentation adequately/inadequately described the work, and met quality standards appropriate to the degree level

Oral defense comments:

- The student (failed to) answer(ed) the majority of the questions to an adequate level, or could/could not not answer key questions highly pertinent to the thesis topic.
- The student (failed to) display adequate knowledge and understanding of the background and context of their work.
- The student (did not) display(ed) adequate knowledge of the methods and experimental design of their pertinent to their research.

Assessor initials:________________

Thesis Examiner:______
Thesis supervisory committee member:______

(Check which one applies)
First Year Report – Individual Committee Member Assessment

NOTE: Please append to the First Year Report Evaluation form. These should be placed into the Graduate Administrators mailbox upon completion of the FYR meeting.

Report comments:
- The level of writing, clarity, and coherence is adequate/inadequate for a student pursuing this degree.
- The thesis contains an acceptable/unacceptable level of minor typographical, formatting, and/or grammatical errors.
- The methods, background, framework, and experimental design are adequately described and sufficient for the level of the degree.
- (No) evidence of plagiarism.

Presentation comments:
- The presentation adequately/inadequately described the work, and met quality standards appropriate to the degree level

Oral defense comments:
- The student (failed to) answer(ed) the majority of the questions to an adequate level, or could/could not not answer key questions highly pertinent to the thesis topic.
- The student (failed to) display adequate knowledge and understanding of the background and context of their work.
- The student (did not) display(ed) adequate knowledge of the methods and experimental design of their pertinent to their research.

Assessor initials:____________
Thesis Examiner:______
Thesis supervisory committee member:______
(Check which one applies)
NOTE – Committee members should have reviewed the Evaluation summary form from the first meeting before proceeding with the second meeting of the committee. Please place all forms relevant to the evaluation into the Graduate Administrator’s mailbox immediately upon completion of the second meeting.

Name: ___________________________  Student No.: ___________________________

Meeting date: _____________________  Program start date: _____________________

**Date of the initial First Year Report Meeting: __________________****

** Report for:  Transfer to Ph.D. _________  Continuation in M.Sc. ____________

First Year Report Outcome (2nd meeting):

a)  Pass _______
    Continue to complete Ph.D. (tentative completion date: __________(MM/YY))

b)  Pass_______
    Continue to complete M.Sc. (tentative completion date: __________(MM/YY))

d)  Fail________
    Student is to withdraw from the program.
    A letter detailing the shortcomings of the displayed at the second meeting is attached (to be prepared by supervisor).

First year research grade: _______________
(Please append any additional supporting documents to justify grade if required)

Please include comments on the following page. Commentary should highlight aspects of the written, oral and defense portions of the First Year Report.

Signatures

_________________________________  __________________________  Date
Examine Committee Member 1

_________________________________  __________________________  Date
Examine Committee Member 2

_________________________________  __________________________  Date
Supervisory Committee Member

_________________________________  __________________________  Date
Supervisor

_________________________________  __________________________  Date
Associate Chair (Graduate)