Yearly reports – Timely completion:

Yearly reports must be completed in a timely fashion. Department of Chemistry, dates for the completion of yearly reports for graduate students are as follows:

October 15th (September starts)

February 15th (January starts)

June 15th (May starts)

Reports completed after this date will be considered late and as a result, supervisors will NOT receive WGRS support in the subsequent term for the student whose report was late.

Yearly report Scheduling:

Reports for MSc Students: (Year 1)

- The meeting length must not exceed 60 minutes.
- Committee complement will be reduced to include ONLY two thesis examiner members, that is, the subject specific experts based on departmental research areas.
- Candidates will prepare a summary document (as they do currently) no longer than 25 pages in length.
- Candidates will deliver a research presentation no longer than 20 minutes in length.
- Examiners can discuss the work with the student and ask questions for 10 minutes each.
- Time for discussion, fill out the evaluation in Pathfinder, including yearly research grade (supervisor) and conclude the meeting.

Reports for PhD Students and MSc students transferring to PhD: (Years 1)

- The meeting length must not exceed 120 minutes.
- Committee complement will be unchanged from the current practise (2 x examiner and 1 x supervisory member).
- Candidates will prepare a summary document (as they do currently) no longer than 25 pages in length.
- Candidates will deliver a research presentation no longer than 20 minutes in length.
- Two rounds of questions will be allowed, the first round 15 min followed by 10 min with some leeway if warranted.
- Time for discussion, fill out the evaluation in Pathfinder, including yearly research grade and conclude the meeting. The student should submit the [transfer form] to the Graduate Assistant once complete.

For all yearly reports, please read the requirements/formats on our [website]

Steps for Submitting Reports

1.   You will receive a notice to complete your portfolio in Pathfinder along with the due date. Please read the manual which is located on the [secure website](#) If you cannot access this site, please contact the Graduate Assistant.

*The due date set in pathfinder is the **LAST** date for the report and evaluation to be done. Students must endeavor to prepare their submission and release it to the committee well in advance of this deadline, so that committee feedback is collected before the due date. Students must give their committee at least 1 week to review their report (as was done previously with paper reports and yearly reports)*
Committee members must endeavor to complete their review within 1 week. The student should add the distributed date and due date on the uploaded documents until pathfinder has such functionality.

2.   Complete the report following the formats on the [Chemistry website](#)

3.   Upload your report to supporting documents located on left sidebar in Pathfinder.

4.   Once you have updated everything in your portfolio, press the submit button. Make sure to enter all information in the boxes provided including the Covid impact statement or you will not see the "green" submit button. This will send an email to the advisors and supervisor that your portfolio is ready for review.

5.   Set up a meeting

Meetings are absolutely required for the odd years - 1,3,5. For even years 2, 4 a student presentation is not required. This doesn't preclude the committee meeting in the even years to discuss/agree upon the research grade, but no student presentation is needed.

6.   The advisors will review and MUST add comments. Your supervisor will add your [research grade](#) [form](#).

Any empty comment box is unacceptable.

*It is absolutely necessary that a statement on the discussion/agreement of the research grade is made by each reviewer **OR** consensus on the research grade can be shown by filling, signing and attaching the standard research grade form.*

7.   Once ALL advisors have entered their feedback the supervisor will submit the portfolio to the Graduate Chair.

*The supervisor should wait for **complete** committee feedback before forwarding to the Graduate Chair – an incomplete review will be sent back for completion.*

8.   The Graduate Chair will review the feedback, and submit.

9.   Feedback will then be ready for the student to view. Once the student acknowledges the feedback the Graduate Assistant will have access to the archived summary and can record the completed milestone to the Office of the Registrar.