

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

Examining Committee Member 1

Date

Examining Committee Member 2

Date

Supervisory Committee Member

Date

Supervisor

Date

Associate Chair (Graduate)

Date

*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

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: _____
(Check which one applies)

Thesis supervisory committee member: _____

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: _____
(Check which one applies)

Thesis supervisory committee member: _____

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.
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- 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: _____
(Check which one applies)

Thesis supervisory committee member: _____

First Year Report – Evaluation Summary (SECOND MEETING – IF REQUIRED)

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

_____	_____
Examining Committee Member 1	Date
_____	_____
Examining Committee Member 2	Date
_____	_____
Supervisory Committee Member	Date
_____	_____
Supervisor	Date
_____	_____
Associate Chair (Graduate)	Date