

**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.

~~REICP AMD BCTTO Tf (s) 4c) a5 ashp Tf /P AMD BCTTO 7 (wi) 3) /P AMD 3) 2D05f1BCTd4 TT1 DCTTd (t) 3) 3) 3(e) 34~~

## 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.*