

ANNUAL FGS REVIEW

PURPOSE:

The advisory committee will assess the student's progress over the year. Goals for the coming year, strengths, and areas requiring improvement will be indicated.

SCHEDULING, ATTENDEES & EXEMPTIONS:

It is the student's and advisor's responsibility to ensure that the Annual FGS Review is completed by May 31 of each calendar year. Students are expected to schedule the review meeting at a time when all committee members and the Chair of the GSAC, or his/her designate can attend. The Chair of the GSAC, or his/her designate will chair the meeting.

NOTE: If the student expects to submit his/her *final thesis* to the FGS by late August, then s/he is not required to complete an Annual FGS Review that year. Students should keep in mind that, if they miss the thesis submission deadline, a "hold" will be placed on subsequent registrations until the Annual FGS Review is completed and the appropriate form submitted to the FGS. Students should also keep in mind that they must enroll in the appropriate seminar and re-registration courses and pay the usual fees until the final version of their thesis has been submitted to the FGS.

MSc GCP: It is recommended that this review be completed prior to April 30 to accommodate external summer rotations.

FORMS/PAPERWORK:

Students are required to provide the following to all SAC Members and GSAC Chair or designate:

7 days prior to the Meeting:

- Completed BMG Academic Progress Report
- Research Progress Report (see below)
- Blank BMG Internal Student Evaluation form

Day of the Review:

- Blank BMG Internal Student Evaluation form (one copy for each member and the chair- if not already completed)
- FGS Progress Report (one copy on yellow paper with personal information and milestones filled in)

CONTENT AND FORMAT:

The Research Progress Report (12-point font, single-spaced, 1-inch margins) is limited to 3 pages, plus references and figures. The 3-page Research Progress Report must contain an introduction/background, hypotheses, and research plan detailing the research aims with a rationale, experimental design, results, and significance to the project.

Normally, the meeting will not be more than **90 minutes** in length. The meeting will begin with a maximum 20-minute presentation (**presentation software is permitted and encouraged**) by the student of their academic and research progress. The Annual FGS Review will follow an oral questions-and-answers format drawn from the 3-page Research Progress Report and the 20-minute presentation. Areas of general background knowledge related to the project and notable recent advancements in their field are also examinable.

EVALUATION:

The student will be asked to leave the room while the committee determines the student's rating. The student will receive verbal and written feedback. Each examiner will complete the [BMG Internal Student Evaluation](#). These original reports will be given to the Chair of the GSAC and the student may retain a copy. The [FGS Progress Report](#) must be signed by all advisory committee members, the Chair of the meeting, and by the Head of the department, or his/her designate, and submitted to the FGS prior to their June 1 deadline.

Following the completion of the meeting, the student and supervisor are expected to develop and provide a written Action Plan that will be circulated to all committee members for e-mail approval. The plan should contain a

description of all actionable items and the plan to address these issues. Normally, the plan is due within one week of the Annual FGS Review meeting date. This action plan will be provided to the FGS with the [FGS Progress Report](#).

The advisor, the student, or the Chair of the GSAC, or his/her designate, may call additional progress report meetings at any time during the year.