

Goals of the Annual Research Evaluation

The Annual Research Evaluation is the primary means for monitoring a student's progress in his/her research project. The first annual research evaluation for a beginning M.Sc. or Ph.D. student should be viewed as a proposal. The student will present the selected research topic, motivate why it is interesting and describe in general terms how it will be executed. For subsequent research evaluations, the student will report on the progress of the research project in the past year and outline the plans for the next year. The Supervisory Committee will evaluate whether that progress is satisfactory. The overall rating of the evaluation is either *Pass/Fail/Incomplete* and is therefore not used in the computation of the student's GPA.

Supervisory Committee

The supervisor must select the other members of the Supervisory Committee prior to the first research evaluation. Master's thesis supervisory committees consist of a minimum of two faculty members appointed to the Faculty of Graduate Studies, at least one of whom must be from the program in which the student is enrolled, and who serves as the principal supervisor. For Ph.D. students, the supervisory committee will consist of a minimum of three members from the Faculty of Graduate Studies, at least two of whom must be members of the graduate program in which the student is enrolled. The principal supervisor must be a Full Member of the graduate program in which the student is enrolled. The members of the Supervisory Committee normally commit to seeing the student through his/her entire degree, but changes can be made, e.g., in the case where one member is on sabbatical.

Scheduling the Research Evaluation Oral Presentation

Annual student research evaluations must be scheduled to take place prior to the May 1 deadline. The supervisor should consult with the student and other members of the supervisory committee to select a mutually convenient time for the evaluation. The PHAS office can help with booking the projector and a room, if desired. The supervisor or student should obtain from the PHAS office the Research Evaluation form or download it from the PHAS website:

http://www.physics.yorku.ca/images/stories/PDF_Files/researchevaluation.pdf

Written Report

The student must distribute the written report to the members of the Supervisory Committee at least one week before the oral presentation.

This report must not exceed four sides of double-spaced typing. Each year this report should contain: (a) a brief introduction; (b) a summary of the progress made during the year; and (c) an outline of plans

for the following year.

Oral Presentation

The oral presentation should include essentially the same material as the written report. The presentation should not exceed 20 minutes.

Discussion

After the oral presentation, the Supervisory Committee is encouraged to ask the student some questions pertaining to the research.

Evaluation

The Supervisory Committee will evaluate the quality of the written report, the quality of the oral presentation, the student's performance in handling the questions, and the student's research productivity and quality.

The Supervisory Committee should also discuss

1. whether the progress during the past year has been satisfactory.
2. how appropriate the project is for the student and for the degree (e.g., M.Sc. or Ph.D.).
3. the feasibility of the project.
4. whether the student is receiving sufficient guidance to complete the project .
5. the schedule for the project goals, to ensure timely graduation.
6. in the case of students nearing the end of their degree, whether the project is sufficiently advanced that the student can concentrate on writing the thesis/dissertation.
7. in the case of an overall rating of *Incomplete*, a detailed list of conditions the student must satisfy and a date by which these must be fulfilled.