UNIVERSITY OF CAMBRIDGE

DEPARTMENT OF ENGINEERING

**Assessment of First Year Graduate Students**

**Preliminary meeting**

Your registration as a PhD student depends on a successful assessment of your progress during the first year of your study. An essential element of this process is the submission of a first year report, which must be submitted by the [deadlines on our website](http://www.graduate.eng.cam.ac.uk/first-year-requirements/first-year-assessment-process).

In order to ensure that you are best prepared it is important that you discuss your plans for your report with your supervisor and advisor. You should therefore arrange a joint meeting to take place at least two months before the First Year Report is due..

At the end of the meeting all participants should sign and date the statement below. You should send the completed form to the Graduate Studies Office by [the relevant deadline](http://www.graduate.eng.cam.ac.uk/first-year-requirements/first-year-assessment-process).

Further information on the First Year Report and First Year Assessment can be found on our web pages:

<http://graduate.eng.cam.ac.uk/first-year-requirements/first-year-assessment-process>

<http://graduate.eng.cam.ac.uk/first-year-requirements/first-year-report>

Becky Ramshaw

Secretary of the Degree Committee

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**Preliminary meeting**

Student name: ……………………………………………………..…………… CRSid: ……………………..……

We have met today to discuss the plans for the first year report. A draft table of contents has been presented and the scope, structure and contents of the report have been agreed. We have agreed dates for the supervisor to read a draft of the report and provide feedback.

|  |  |
| --- | --- |
| Supervisor Name | Signature |
| Advisor name | Signature |
| Student Name | Signature |
| Date: |  |

Return signed copy to:

[**Graduate-studies@eng.cam.ac.uk**](mailto:Graduate-studies@eng.cam.ac.uk)