

Assessment of First Year Engineering Postgraduate Students

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 assessment of your module research essay (MRE), RDC logbook and then the submission of a first year report (FYR), all of which must be completed and submitted by the [deadlines on the PO website](#).

In order to ensure that you are best prepared it is important that you discuss your module progress and plans for your FYR with your Supervisor and Advisor. You must arrange a formal preliminary meeting to take place at least one month before the FYR deadline to examine your MRE, RDC logbook and your FYR draft table of contents.

At the end of the meeting all participants should sign and date the statement below. You should send the completed form to the Postgraduate Studies Office (graduate-studies@eng.cam.ac.uk)

Further information on the First Year Report and First Year Assessment can be found on the PO 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>

Rachel MacDonald
 Secretary of the Degree Committee

Preliminary meeting

Student name: CRSid:

We have met today to examine module and RDC progress and plans for the first-year report. The MRE, RDC logbook and draft table of contents has been presented and the scope, structure and contents of the report have been agreed along with dates for the supervisor to read a draft of the report and provide feedback.

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The MRE has been examined and demonstrates good connection between module and PhD.

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The RDC Logbook is present and all required activities completed.

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The draft table of contents has been discussed and approved.

Supervisor Name	Signature
Advisor name	Signature
Student Name	Signature
Date:	

Return signed copy to: Graduate-studies@eng.cam.ac.uk