

Biomedicine Discovery Institute Graduate School

Instructions for completion of the Progress Review

Intent and desired outcomes of the Progress review

- The progress review is set 24 months from the date of commencement.
- Students are required to demonstrate:
 - progress in technical skill development and methodology with provision of data
 - insight into the planned structure of their proposed thesis
- It is also an opportunity to identify any difficulties that may impede successful completion of the research project

<i>Checklist and Required Documents</i>	<i>Details</i>	<i>Completed</i>
Initiate online milestone paperwork with the following attached documents:	<i>To be provided <u>1-week</u> prior to panel meeting</i>	
Progress report	1500-word limit -Summation of key findings with emphasis on impact relevant to current knowledge in the area of research -Statement detailing use of generative AI	
Skeleton draft of planned thesis	1-page limit	
Thesis timeline		
Professional skills rubric	Signed by both supervisor and student	
Outline of research outputs	Can be any of the following: -any publication (in preparation, submitted or accepted)	

	-any draft of a thesis chapter	
--	--------------------------------	--

Before the meeting

- The BDI graduate team will email students and their supervisory team to remind them of their upcoming 24-month panel meeting
- This email will include the following documents to be completed by the student and supervisors:
 1. Link to initiate the online Milestone process.
 2. Template for timeline to completion of thesis.
 3. Copy of the Developing Professional Skills Rubric

Instructions for students

- The student should schedule the meeting with their supervisors and panel members by the milestone due date (24 months from the start of candidature).
- Once the scheduled date has been set the Departmental Graduate Coordinator (if not the panel Chair) and the Departmental Graduate Administrator is to be notified by the student.
- **One week** prior to the meeting, the student is to initiate the online milestone form. Students are to upload the following documentation to the on-line Panel Report Form. This provides the Panel members access to all documents for their evaluation prior to the milestone meeting:
 - ✓ **Progress report (1500-word limit, 12-point font)**
 - ✓ Title of the project
 - ✓ A brief introductory paragraph
 - ✓ Research Aims and Hypotheses
 - ✓ Summation of key methodologies and findings
 - ✓ A description of impact of findings; ensure that you highlight how your findings contribute to the understanding and current standing of your field of research
 - ✓ Any circumstances that have delayed progress in the past 12 months.
 - ✓ Any anticipated issues that may impact on progress over the next 12 months.
 - ✓ Declaration of generative AI use
 - ✓ **Skeleton draft of planned thesis (1-page limit)**

- ✓ Students should demonstrate that they have considered their proposed thesis structure. Including the number of chapters, chapter titles and key aims and hypotheses.
- ✓ **Thesis timeline**
- ✓ **Completed Developing Professional Skills Rubric**
- ✓ **Research Outputs**

Instructions for supervisors

- Supervisors are to complete the Developing Professional Skills Rubric in consultation with their students. The student and supervisor should discuss each of the 5 key areas of professional development.
- Both supervisor and student are to sign this once completed. The form is to be submitted by the student with the review paperwork, as detailed above.
- Supervisors are required to complete Supervisor Section of the online milestone paperwork

At the meeting

- Students are to deliver the oral presentation.
- Oral Presentation (20 min presentation followed by 5-10 min questions from members of the audience)
 - To be delivered to the Academic Unit
 - Overview of background and research aims
 - Summation of Research Undertaken
 - Future directions and key research goals for the next 12 months
- At the beginning of the meeting, students are to deliver their oral presentation
- After the presentation, the panel meeting is opened with the opportunity for the MRP to provide overall feedback to the student and to continue any outstanding points of discussion
- The panel will speak to the student and supervisor(s) separately to give each an opportunity to raise any concerns.
- The panel completes the Progress Review Form **within 5 working days.**