

Biomedicine Discovery Institute Graduate School

Instructions for completion of the Progress Review

The progress review is set 24 months from commencement. All students have a flexible 2-month (EFT) milestone window from the planned due date to complete the milestone.

<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	
Skeleton draft of planned thesis	1-page limit	
Thesis timeline		
My Development report		
My Development Planner		
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	

Intent and desired outcomes of the Progress review

- 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
- progress towards completion of the Professional Development Hours
- It is also an opportunity to identify any difficulties that may impede successful completion of the research project

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. Template for My Development Planner
 4. Copy of the Developing Professional Skills Rubric

Instructions for students

- The student should establish a suitable time (within 24-26 months of the start of candidature) and schedule the meeting with their supervisors and all panel members.
- 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.

- ✓ **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**
- ✓ **My Development Planner**
- ✓ **MyDevelopment report detailing completed Graduate Professional Development hours**
- ✓ **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