

Biomedicine Discovery Institute Graduate School

Instructions for completion of the Final Review

The final review is set 36 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 (in the format of a thesis outline)	Minimum 1500 words Includes: Brief overview of project (see below) Chapter plan Progress on each chapter Summation of key findings Timeline for completion of each chapter	
My Development report	Demonstrating successful completion of 120 h	
Outline of research outputs	Can be any of the following: -any publication (in preparation, submitted or accepted)	

Intent and desired outcomes of the Final review

- Students are required to demonstrate:
 - completion of the 120 professional development hours
 - progress has been made towards the preparation of the thesis
 - an appropriate timeline to complete any experimental work and submit the written thesis
- 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 36-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.

Instructions for students

- The student should schedule the meeting with their supervisors and all panel members within 36-38 months of the start of candidature.
- Once the Milestone Meeting has been scheduled, 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 (Minimum 1500 words, 12 point font)**
 - ✓ Title of the project
 - ✓ A brief introductory paragraph
 - ✓ Research Aims and Hypotheses
 - ✓ Summary of key findings
 - ✓ Timeline for completion of each chapter
 - ✓ Any circumstances that have delayed progress in the past 12 months.
 - ✓ Any anticipated issues that may impact on a timely Thesis
 - ✓ **Thesis timeline**
 - ✓ **Graduate Professional Development timeline**
 - ✓ **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 present 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
 - Key findings with respect to the overall Thesis
- 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.
- During the panel discussion, the MRP, supervisors and student should identify whether an extension past 3.5 years will be required to submit the Thesis. The extension can be a one-off 6-month extension or 2 x 3-month extensions. If a further extension is required, students are to follow up with their Departmental Graduate Research Coordinator to ensure that any requirements with regard to candidature and financial support are put into place.
- The panel completes the Final Review Form