

Biomedicine Discovery Institute Graduate School

Instructions for completion of the Final Review

Intent and desired outcomes of the Final review

- **The final review is to be held 36 months from the start date of candidature**
- Students are required to demonstrate:
 - progress has been made towards the preparation of the thesis
 - an appropriate timeline to complete any experimental work and submit the written thesis
 - a statement detailing the use of AI
- It is also an opportunity to identify any difficulties that may impede submission of the final thesis at 3.5 years

<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	
Timeline to thesis completion	Provide indication of % completion for all thesis chapters	
Outline of research outputs	Any publication (in preparation, submitted or accepted)	

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.
 2. Template for the timeline to completion of thesis.
 3. Copy of the Developing Professional Skill Rubric

Instructions for students

- The student should schedule the meeting with their supervisors and all panel members by the milestone due date (36 months from 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 submission
 - ✓ Declaration of generative AI use
 - ✓ **Thesis timeline**- detailing the % completion of all thesis chapters
 - ✓ **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 (minimum of 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 an extension is required, students must contact the Departmental Graduate Research Coordinator to discuss this.
- The panel completes the Final Review Form **within 5 working days**.