

Biomedicine Discovery Institute Graduate School
Instructions for completion of confirmation of candidature milestone

The confirmation of candidature is set 12 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>	
Literature Review	Minimum 4000 words Maximum 5000 words	
Progress report	1500-word limit Summation of key findings with emphasis on impact relevant to current area of research	
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 confirmation milestone

- Students are required to demonstrate:

- appropriate understanding of the theoretical background of their project through the development of a draft of the Literature review
- progress in technical skill development and methodology with provision of preliminary data
- 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 12-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 schedule the meeting with their supervisors and all panel members. within 12-14 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:
 - ✓ **Literature review (4000-5000 word limit, 12 point font):**
 - ✓ Title of the project
 - ✓ Background
 - ✓ Research Aims and Hypotheses
 - ✓ **Progress report (1500-word limit)**
 - ✓ The progress report should be a summary 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.
- ✓ **Thesis timeline**
- ✓ **Completed My Development Planner**
- ✓ **MyDevelopment report detailing completed Graduate Professional Development hours**
- ✓ **Completed Developing Professional Skills Rubric**

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
- 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 Confirmation of Candidature Review Form