

Department of Biomedical Engineering, Faculty of Medicine Ph.D. Thesis Progress Meeting Policy & Procedures

Objective

To evaluate the student's progress towards completing the Thesis.

Timing

The Ph.D. Thesis Progress meeting must take place, and the form completed and signed, within one year of the Thesis Proposal and Comprehensive Exam meeting, and yearly thereafter.

Procedure

The student should circulate a written progress report to the Committee, with a copy info.bme@mcgill.ca, before the date fixed by the Graduate Program Coordinator. Failure to circulate a written progress report on time may impact the student's status in the program. Additional details may be found here: [Requirements for completing a PhD Degree](#). The written progress report should be based on the student's Thesis Proposal updated to include:

- An abbreviated review of relevant literatures
- A summary of the accomplished research to date and since the last meeting
- A plan for the research remaining to be done
- A draft outline of the Thesis in brief form e.g. Chapter titles with 1 paragraph on their content
- A time-line for completing the Thesis
- A list of publications submitted and proposed

The progress report should not exceed 10 pages in length, excluding figures and references. Copies of papers submitted or in press may be appended, if appropriate.

At the Thesis Progress Meeting the student will make a 15 min. oral presentation of the progress report and respond to questions from the Committee.

Evaluation

Evaluation will be based on the Committee's assessment of whether:

- The student has made adequate progress since the last meeting
- The research plan is realistic, likely to lead to the anticipated results, and will generate adequate original material for a Thesis
- The Thesis outline is appropriate
- The proposed time-line is realistic and meets the University requirements.

Outcomes

The meeting will result in one of the following 3 outcomes:

Satisfactory - The Thesis progress and schedule meet with the Committee's approval. Where appropriate, the Committee may indicate that some or all of the additional work proposed is not necessary prior to Pre-submission.

Conditional - The Thesis progress is generally acceptable but there are issues that still need to be addressed. To address these issues, the Committee may require the student to provide an interim report, or schedule the next progress meeting earlier than the normal 12 months. The Committee may also impose one or more conditions that must be fulfilled prior to the next meeting.

Unsatisfactory - The Committee judges that the student's progress has been inadequate and/or that the research plan will not lead to the timely completion of a Thesis of adequate scope. The Committee will define the steps the student must take and their timing. The next Progress Meeting will be scheduled in accordance with our [unsatisfactory guidelines](#). If the student fails a second time, the student will be required to withdraw from the Program.

Reporting

The Chair's Rep will prepare a summary of the Committee's findings and recommendations.

The student will be asked to return, whereupon the Chair's Rep will communicate the Committee's evaluation to the student and answer any questions. The Committee members and student will then sign the meeting summary form.

Following the meeting, the Supervisor will prepare and circulate detailed minutes of the meeting documenting the Committee's recommendations and advice to the student. This should be done no later than one week after the meeting. Once approved by the Committee members, the minutes will be added to the student's file, attached to the meeting form. A copy will be provided to the student, Committee members and the Graduate Program Director.