

## Western BME program GUIDELINES for ADVISORY COMMITTEES

### Masters Advisory Committee Meetings (ACM)

For all Advisory Committee Meetings, you **must submit** your report to the members at least 2 days prior to the meeting, and also bring a copy of the previous meeting report if applicable. **Students are responsible for organizing their committee meetings within the deadlines. Students must bring the appropriate forms to the meeting, and pre-fill with Student Name and number, member committee names, and thesis topic.** After each meeting, please submit original of completed ACM form to the BME office and each send each committee member a PDF version.

**Advisory meetings are held twice a year (typically in December and June), and the required paperwork is due by December 31 and June 30. (For Sept program start, 1<sup>st</sup> meeting due by Dec 31; for Jan start, first meeting by June 30)**

**Students are encouraged to structure their reports to their committee following the format specified for the PhD comprehensive (even for Masters students, where no re-classification to PhD is anticipated).**

### 1<sup>st</sup> ACM

The advisory committee form must be submitted by October 31<sup>st</sup> (Feb 28<sup>th</sup>). During this first term, you should start a literature search to present to your committee.

You will be expected to:

- Provide a 2-3 page outline of the relevant literature for the thesis topic
- Give a 15 minute state-of-the-art presentation on the directions to be pursued.
- Be prepared to discuss these plans with your Advisory Committee.
- Prepare goals, milestones and guidelines for the next six months to be presented at the 2<sup>nd</sup> ACM.

### 2<sup>nd</sup> ACM

You will be expected to:

- Review the goals and milestones from previous ACM.
- Present a thesis proposal outline: ~2 pages (see **THESIS Proposal Outline** below).
- Update your progress.
- Discuss the goals and milestones for next six months including possible reclassification.

***IF the ACM is unsatisfactory*** then the student will be required to have a remedial ACM within 4 weeks to address the issues raised by the committee. If the repeat ACM is unsatisfactory, the student will be asked to withdraw from the BME Program.

### 3<sup>rd</sup> ACM

***For students wishing to reclassify to PhD (see reclassification below)***

You will be expected to:

- Review the goals and milestones from the previous ACM.
- Present an expanded thesis proposal outline: ~5 pages (see **THESIS Proposal Outline** below)
- Provide a 30 minute presentation based on your thesis proposal.
- Provide an update on progress achieved since the previous ACM.
- Discuss goals and milestones for completion of the dissertation.

***IF the ACM is unsatisfactory*** then the student will be required to have a remedial ACM within 4 weeks to address the issues raised by the committee. If the repeat ACM is unsatisfactory then the student will be asked to withdraw from the BME Program.

### 4<sup>th</sup> ACM

You will be expected to:

- Submit a draft of thesis to the committee 10 days prior to ACM.
- Provide a brief presentation (10-20 min) to summarize the completed thesis.

The committee will:

- Discuss your dissertation draft and presentation to decide whether to approve the dissertation for submission.
- If approved, thesis submission deadlines will be determined.

***If thesis is not approved for submission, the committee will:***

- Identify deficiencies.
- Make remedial recommendations.
- Schedule a follow up ACM within 4 weeks.

***Re-classification meeting.***

***For MEdSc. students seeking reclassification to PhD program:***

This ACM will serve as your reclassification meeting and **may** also act as your PhD Comprehensive Preparation meeting (see PhD Comprehensive Exam Preparation Meeting: Policy and Procedures.)

- Review goals and milestones from previous ACM meeting.
- Update on progress achieved since previous ACM.
- PhD Thesis proposal outline: ~5 pages (see **THESIS Proposal Outline** below)
- 30 minute presentation based on your thesis proposal including proposed goals and milestones for next six months
- Student will be asked to leave ACM while Committee determines reclassification outcome.
- Committee discusses ACM outcome with student and any concerns and recommendations.

**If ACM is satisfactory**

- Committee immediately proceeds to identify the subject areas on which the student will be examined during the PhD Comprehensive Exam.
- Student will proceed to 4<sup>th</sup> ACM (Thesis proposal and Comprehensive Examination) in PhD Program.

***IF ACM is unsatisfactory*** then the student will be required to have a remedial ACM within 4 weeks to address the issues raised by the committee. If the repeat ACM is unsatisfactory, the student will be asked to complete a Masters Dissertation.

**THESIS Proposal Outline (To follow style of a CIHR grant application)**

- Thesis Intro
- Motivation and Background; thesis objectives
- Proposed chapters (Typically 3)
  - Intro
  - Methods
  - Results
  - Discoveries
  - Conclusion
- Thesis summary chapter
- Future work
- Appendices
  - CV
  - Reprint permissions

For full details see: Appendix A of the document “Biomedical Engineering Program, Ph.D. Thesis Proposal and Comprehensive Exam - Policy and Procedures”

## GUIDELINES for ADVISORY COMMITTEES

### Doctoral Advisory Committee Meetings (ACM)

For all Advisory Committee Meetings, you **must submit** your report to the members at least 2 days prior to the meeting, and also bring a copy of the previous meeting report if applicable. **Students are responsible for organizing their committee meetings within the deadlines. Students must bring the appropriate forms to the meeting, and pre-fill with Student Name and number, and committee member names, and thesis topic.** After each meeting, please submit original of completed ACM form to the BME office and each send each committee member a PDF version.

**Advisory meetings are held twice a year (typically in December and June), and the required paperwork is due by December 31 and June 30**

**Students are encouraged to structure their reports to their committee following the format specified for the PhD comprehensive (even in the case of a Masters student where no re-classification to PhD is anticipated).**

### 1<sup>st</sup> ACM

The advisory committee form must be submitted by October 31<sup>st</sup> (or within 2 months of start date). At this time, you should start a literature search to present to your committee.

The student will be expected to:

- Provide a 2-3 page outline of the relevant literature in their thesis topic.
- Give a 15 minute state-of-the-art presentation on the directions that the student wants to pursue.
- Discuss these plans with their Advisory Committee.
- Prepare goals, milestones and guidelines for the next six months to be presented at the 2<sup>nd</sup> ACM.

### 2<sup>nd</sup> ACM

The student will be expected to:

- Review goals and milestones from the previous ACM.
- Provide a thesis proposal outline: ~2 pages (see guidelines)
- Provide an update on progress.
- Discuss goals and milestones for next six months.

**IF ACM is unsatisfactory** then the student will be required to have a remedial ACM within 4 weeks to address the issues raised by the committee. If the repeat ACM is unsatisfactory, the student will be asked to withdraw from the BME Program.

### 3<sup>rd</sup> ACM

This ACM will serve as the PhD Comprehensive Preparation Meeting (see guidelines)

**IF the ACM is unsatisfactory** then the student will be required to have a remedial ACM within 4 weeks to address the issues raised by the committee.

IF the repeat ACM is unsatisfactory student will be asked to withdraw from the BME Program.

### 4<sup>th</sup> ACM

PhD Comprehensive exam (see guidelines)

### Subsequent ACM's

**To be held at 6 month intervals when you will be expected to:**

- Review the goals and milestones from previous ACMs.
- Provide updates on progress.
- Discuss goals and milestones for next six months.

**Pre-thesis submission ACM:**

(Approx six months prior to intended submission date)

Objective: To provide the student with a committee assessment of the suitability of the Thesis prior to submission. This meeting must be held prior to submission, but the student may choose to submit no matter what the Committee advises.

The student makes a formal presentation to the Advisory Committee

- The presentation should include:
  - Summary of the work to date
  - Summary of work remaining to be done
  - Outline of Thesis
  - List of publications submitted/planned
  - Schedule

**Satisfactory:**

Thesis outline and schedule meets with the Advisory Committee's approval. Where appropriate, the Committee may indicate that some or all of the additional work proposed is not necessary prior to submission.

**Conditional:**

The Thesis may be passable as proposed but there are issues that should be addressed before submission. It is recommended that the student completes the items identified in this meeting before submitting their thesis for defense.

**Unsatisfactory:**

The Committee has significant doubts that the Thesis would be acceptable as proposed. The Committee will define what steps they advise the student to take before submission. The student should complete the items identified in this meeting before submitting their thesis for defense.