

FALL BMG REVIEW

PURPOSE:

The student will be examined in a format similar to that of an oral comprehensive exam, or thesis defense in their area of expertise. The review committee will consist of the student's advisory committee, and will normally include the Chair of the GSAC, or designate, acting as Chair. Otherwise, the Advisor is the Chair of the Fall BMG Review.

SCHEDULING, ATTENDEES & EXEMPTIONS:

Students are normally expected to organize and complete a fall BMG review by December 1 each year the student is enrolled in the program. Students are responsible for scheduling their Fall BMG Reviews during the months of October-November, and must be completed prior to December 1. In the Fall of Year 2 for students who started in September, the thesis proposal meeting will normally be held at this time instead of the fall review. In Year 2 for students starting in January, they will have a Fall review as their thesis proposal will be in the spring of Year 2. PhD students who have submitted their thesis for distribution and examination by November 1 are not required to schedule a Fall BMG Review though they may do so if they, or their advisory committee, feel it would be worthwhile.

MSc GCP:

First year GCP students do not have a fall review, but will meet with the program director prior to December 1 to review their academic progress and research goals. In addition to the forms below, students are required to submit a completed GCP Self Assessment Form prior to Fall Meetings. A research progress report is not required.

FORMS/PAPERWORK:

Students are required to provide the following to all SAC Members and GSAC Chair or designate:

7 days prior to the Meeting:

- Completed BMG Academic Progress Report
- Research Progress Report (see below)
- Blank BMG Internal Student Evaluation form
- Completed GCP Program Progress Checklist (GCP Only)

Day of the Review:

- BMG Internal Student Evaluation form (one copy for each member and the chair- if not already completed)

CONTENT AND FORMAT:

The Research Progress Report (12-point font, single-spaced, 1-inch margins) is limited to 3 pages plus references and/or figures. The Research Progress Report must contain introduction/background, hypotheses, research plan detailing the research aims with a rationale, experimental design, results, and significance to the project. First year students are expected to write a progress report outlining the scope of their project to help orient their advisory committee.

Fall BMG Reviews will normally not be more than one hour in length. Students are required to present a 5-minute description of their thesis research project without the use of presentation software. It is recommended that students present the relevant background, rationale, hypothesis and aims for their project, along with the general approaches to be employed, and the significance of the work.

The Fall BMG Review will follow an oral questions-and-answers format. Students can expect to be questioned about their proposed thesis research project, areas relevant to their chosen field of study, and their background education and experiences. Interpretation of their experimental results may also be assessed.

EVALUATION:

The student will be asked to leave the room while the committee discusses the student's progress. The student will receive verbal and written feedback. Each examiner will complete the [BMG Internal Student Evaluation form](#), assessing the student's knowledge, verbal skills, ability to use and organize facts, 'think on their feet,' and answer questions directly. Areas of perceived strengths and weaknesses, as well as recommendations for improvement, will also be noted. These original reports will be given to the Chair of the GSAC and the student may retain a copy.