

BME GRADUATE STUDENT GUIDELINES FOR THE SECOND YEAR REVIEW

The BME department does not conduct qualifier examinations; therefore the Preliminary Examination is the only official assessment of student suitability and preparedness for seeking a Ph.D in BME. As the preliminary examination may not take place until the third or fourth year of graduate study, the BME department requires a Second Year Review to provide feedback to both the student and faculty on degree progress as well as official documentation for program evaluation purposes.

The Second Year Review is not an examination but rather an appraisal of the student's progress towards completing degree requirements.

Content of the Second Year Review. The second year review is conducted by at least two faculty members, the thesis advisor and the departmental advisor. Additional committee members which have been identified may also participate. The review includes three components:

- a) *Review of student's course work to date.* Completed course work shall be reviewed within the context of completing degree requirements. Additional courses which complement the student's educational coursework shall be identified for completion by the preliminary examination. Progress towards completing RCR training and TA requirements will also be evaluated at this time.
- b) *Discussion of student's research progress.* It is recognized that not all students will have made significant progress towards their thesis research at this point. This is a distinction between the preliminary examination and the second year review. Rather, the student should prepare a brief presentation (approximately 5-10 slides, expected to take less than 20 minutes) of the research activities they have completed to date. Publications and conference presentations on these activities should be explicitly noted. The completed research activities should be placed in context with future research plans, specifically how they relate to the formulation of a suitable research topic. Finally, the formation of a full thesis committee for the preliminary exam should be discussed, including the expected time frame.
- c) *Completion of evaluation rubric.* The outcome of this review is a written report to be submitted to the Director of Graduate Studies. The attached rubric provides a template for this report, indicating progress in key areas of the review. "Not initiated" should be indicated for topics where no progress has been made. "Progressing" should be indicated for topics where satisfactory progress has been made for a second year student. "Completed" should be indicated for topics where the requirement has been completed.

Required Timeline for the Second Year Review. The Second Year Review should be conducted between 18 and 24 months after the student has matriculated. Any delays beyond 24 months may result in suspension of stipend or registration, except in the case of exceptional circumstances, which should be noted on the rubric.