



DREXEL UNIVERSITY
School of

**Biomedical
Engineering, Science
and Health Systems**

Memo

From: Graduate committee

To: All graduate students in the PhD program in Biomedical Engineering and Biomedical Sciences and their advisors

Re: Annual Review

c.c. All Ph.D. advisors and research faculty

The University has instituted a requirement that all PhD candidates meet with their Committee once a year AND fill in and return form D-3B to the Office of Graduate Studies. All graduate students must fulfill these requirements starting one year from attaining candidate status. If it is over a year since you became a candidate and you have not yet met with your Committee and have not filed form D-3B with the Office of Graduate Studies, you must complete this as soon as possible, and not later than the end of this term.

In line with the recently revised candidacy examination replacing the written exam and placing more emphasis on the pre-proposal exam and ongoing performance, the Graduate Committee of the School proposed that the Drexel requirement of the annual meeting with the PhD Committee be augmented and a second form be completed by the Committee and placed in the student's record. This was voted on and approved by the School's faculty by survey prior to the last faculty meeting.

The forms and protocol for the yearly meeting with the Committee will be posted on the School's website. The Protocol for the yearly Committee meeting is also outlined below. The School will strictly monitor annual review compliance.

Annual Review Protocol

- Closed door examination
- **The Ph.D. committee members should be present to complete this and the D-3B form**
- Student presented PowerPoint on his or her progress **since last review**, no more than 20-30 mins.
- Student must be prepared for questions.
- Students who have not met with their Committee in the last year or since the proposal should give a comprehensive overview of the project to date. Those who have met yearly should give an update.
- These exams will be conducted each year (\pm one month), starting from the date of becoming a candidate.
- 3-month warning will be sent to the entire Committee by Natalia Broz.
- It is the student's responsibility to set up a time and place of meeting and to send reminders to the Committee members
- At the end of the review meeting, the candidate will be excused and the Committee will conduct a closed-door discussion of the student's progress.
- The candidate will be advised of the result after the Committee's discussion and agreement and will be informed of any action required of him or her for completion before the next annual meeting.
- The form will become a recorded of the student's progress.
- Any candidates whose performance is constantly rated below average may be asked to take remedial action or to transfer out of the program.
- Form D-3B will also be completed by the Committee and sent to the Office of Graduate Studies, with copy to Natalia Broz.
- The internal form for the School of Biomed will be completed by consensus of the Committee members that are present and will be kept on file in the School of Biomed.