

Annual Committee Meeting and Reporting Requirements
Pharmacology and Molecular Cancer Biology Graduate Training Programs

Updated: 11/3/2014

- 1) **Students in their first year of study** must get their course selections approved by the DGS for both the fall and spring semesters. No exceptions!

- 2) **All Ph.D. students after the first year of study and before their preliminary examination** are encouraged to meet with their DGS to discuss their research/academic progress and course selections if they have concerns. **IMPORTANT NOTE:** Registration for any course(s) outside of that required for the particular degree program in which the student is enrolled will only be approved by the DGS if the course content will benefit your research project.

- 3) **Students who have successfully passed their preliminary examination** are required to have their first thesis committee meeting **within one year, and to submit a progress report (2 page minimum) to their committee every 6 months thereafter until the PhD defense.** The student, PI or committee members may also request a formal meeting with their thesis committee at the 6 month interval, if necessary. Reports should be submitted directly to the thesis committee members and to the DGSA. The purpose of the committee meetings and reports is to provide guidance and input to assist the research and academic progress of the student.

The thesis committee should be formed and approved within 6 months after completing the preliminary examination. The approval process for your thesis committee is submitted electronically. Students must provide the DGSA with the faculty names that have been secured for your committee via email. A signed and dated copy of the approval form will be provided to you once it has been approved by the Associate Dean of the Graduate School.

One week before the meeting the student is required to provide each committee member with a report that describes their research progress. In addition, students will be required to provide a copy of their academic history (downloaded and printed from ACES) to their committee at the time of the meeting. If a copy of the transcript is not provided to the committee, then the chair will not sign the annual committee meeting form. A signed and dated committee meeting form must be provided to the DGSA office in order to receive credit for conducting the annual meeting. This document is provided to the Associate Dean of the Graduate School each year as evidence of satisfactory progress towards degree completion.

Should thesis committee meetings/progress reports not occur in a timely manner, the mentor, committee, and DGS will evaluate progress of the student. If progress is considered insufficient and three years have passed since completion of the preliminary exam, the student may be required to re-take the exam to demonstrate adequate knowledge of their field of study. Alternatively, registration for the following term may be suspended.

- 4) **Students are required from the first thesis committee meeting and beyond to have an Individual Development Plan (IDP) and IDP mentor.** The mentor should be a member of the Duke University graduate faculty, but does not have to be the student's research mentor. The student should complete the online IDP (<http://myidp.sciencecareers.org>) or equivalent and select an IDP mentor who can provide appropriate career development guidance for the student's interests. The IDP itself is considered private and the student can share as much or little as they would like, but should be used as a starting point to focus discussion and thought

towards future career goals. The student and IDP mentor should meet prior to each thesis committee meeting and the mentor should sign the thesis committee report in the indicated space. While required for students annually after the prelim exam, an IDP and IDP mentor is encouraged for all students regardless of year.

5) All students must have in press one first author (shared first authorship is acceptable) primary research paper (excluding reviews, commentaries, etc.) in press or published (this excludes in preparation, submitted, under revision or conditionally accepted) PRIOR to asking permission to defend their thesis.

6) Prior to the defense, each student must confirm that there is unanimous agreement among their thesis committee that the candidate is ready for his/her thesis defense and that they can begin to write their thesis and select a date for their defense. **Committee signatures must be obtained on the annual committee review form and submitted to the DGSA.**