**Procedure of progress review of learners in doctoral studies**

**at the Faculty of Medicine**

1. **General principles**

1. The procedure of progress review of learners in doctoral studies at the Faculty of Medicine (‘procedure’) has been adopted based on chapter II.5 of Regulations for Doctoral Studies.

2. In progress review, the progress of learners in doctoral studies in completing the doctoral programme is assessed based on the individual and period plans. The individual and period plan must cover all the compulsory activities included in the programme.

1. **Progress review committee**

3. The composition of progress review committees, incl. the chairs elected from among the committee members, is approved by the faculty’s vice dean for research.

4. The progress review meeting is held in public.

1. **Progress review**

5. A learner in doctoral studies submits to the progress review committee

5.1. a progress review report approved by him/herself and the supervisor(s);

5.2. a period plan;

5.3. materials showing actual research work related to the doctoral thesis, incl. manuscripts of articles, articles published and accepted for publication during the progress review period, the description of the methodology, an overview of experimental data and collection of data, and permissions from the ethics committee;

5.4. an individual plan for the progress review of the first semester and later only if it needs changing.

6. The learner in doctoral studies and at least one of his/her supervisors must attend the progress review meeting. If the supervisor in charge cannot participate in the meeting, the supervisor in charge submits his/her written assessment of the learner’s progress to the chair of the progress review committee and to the supervisee by the beginning of the meeting. Other supervisors may also submit their written opinion.

7. The chair of the progress review committee appoints at least one reviewer from among the committee members for the learner in doctoral studies; the reviewer reviews the materials sent by the learner by the time of the meeting and presents an overview of these at the progress review meeting.

8. At the progress review meeting, the progress review committee allows the learner in doctoral studies and the supervisor to give feedback on their cooperation without the other party being present.

9. In its decision, the progress review committee provides the learner in doctoral studies with written feedback, including, if necessary, suggestions and recommendations for the successful continuation of doctoral studies.

10. More serious problems encountered during the progress review are reported to the head of the unit by the programme director or the representative of the specialisation.

1. **Assessment of the progress of learners in doctoral studies in doctoral programmes opened from the 2022/2023 academic year**

11. During progress review, the progress of the learner in doctoral studies in completing the doctoral programme is assessed primarily based on the minimum requirements for the stage of the doctoral thesis laid down in this procedure. The progress review takes into account research publications on the topic of the doctoral thesis, participation in professional events related to the doctoral thesis and international study and research experience, studies and self-development, acquisition of transferable skills, and other activities needed for the completion of the programme.

12. The research and studies of a learner in doctoral studies are assessed positively in the progress review if

12.1. by the end of the first semester of the first year, the learner has drawn up the individual plan of the doctoral studies, including a preliminary publication plan and a preliminary outline of sources or data for the doctoral thesis or of the method of collecting data, and the period plan for the second semester of the first year. The individual plan identifies clear milestones which can be assessed and which, if met, enable the learner to complete the studies within four years. At the progress review, the progress review committee asks questions about the agreements the learner in doctoral studies and his/her supervisor made at the beginning of the studies based on the expectations worksheet;

12.2. by the end of the first year of study, the learner has achieved the research goals based on the milestones of the individual plan;

12.3. by the end of the second year of study, the learner has completed the compulsory courses of the programme unless the progress review committee decides otherwise; and the research has progressed in line with the milestones set out in the individual plan;

12.4. by the end of the third year of study, the learner has completed the entire study module unless the progress review committee decides otherwise; and the learner has completed the research, development and creative activities module to the point at which graduation within the year is possible;

12.5. by the end of the fourth year of study, the learner has completed the doctoral thesis manuscript in line with the requirements of the Regulations for Doctoral Studies and has completed the compulsory activities included in the modules of the doctoral studies programme;

12.6. every year, in line with the programme and the individual plan, the learner in doctoral studies has participated in professional events and studies related to the doctoral thesis and acquired transferable skills. A junior research fellow has fulfilled other contractual duties not directly related to the doctoral thesis during the progress review period according to the individual plan;

12.7. the learner in doctoral studies has, during the studies,

12.7.1. presented his/her research results at international and Estonian conferences, incl. at the science conference of the anniversary of the Faculty of Medicine, and at least one of these has been an oral presentation;

12.7.2. transferred knowledge by teaching students or supervising student papers and by popularising the specialisation.

13. If doctoral studies are planned to last more than four years according to the individual plan, progress is assessed based on the minimum requirements above, taking them into account over a longer period.

1. **Assessment of the progress of learners in doctoral studies in doctoral curricula opened before the 2022/2023 academic year**

14. In the case of curricula opened before the academic year 2022/2023, the progress of the learner in doctoral studies in research is assessed in credit points (ECTS). Research gives 180 ECTS, divided as follows:

14.1. 25 ECTS in the first semester;

14.2. 20 ECTS in the second semester;

14.3. 45 ECTS in both the second and the third year of study;

14.4. 30 ECTS in the fourth year for publications (10 ECTS for each publication) and 15 ECTS for thesis defence.

15. Credit points are given on a cumulative basis, so credit points not received at the end of the previous year can be given in the next period when the minimum requirements for the previous progress review period have been fully met. Credit points may be awarded for publications also earlier than the fourth year.

16. For learners in doctoral studies and external students in doctoral curricula opened before the 2022/2023 academic year, additional requirements apply for a positive assessment under clause 81 of the Regulations for Doctoral Studies.