

Procedure of progress review of learners in doctoral studies at the Faculty of Medicine

I. General principles

1. The procedure of progress review of learners in doctoral studies at the Faculty of Medicine ('procedure') has been adopted according to clause 58 of the Regulations for Doctoral Studies.
2. During progress review, the progress of the learner in doctoral studies in completing the doctoral programme is assessed according to the individual and period plan. The individual and period plan must include all the compulsory activities mentioned in the programme.

II. Progress review committee

3. The composition of the progress review committees, including the chairs of the committees, are appointed by the vice dean for research of the faculty. The vice dean for research appoints two reviewers, at least one of whom is also appointed a member of the progress review committee, for the learner in doctoral studies for the entire duration of the doctoral studies within one month of matriculation or admission as an external student. In justified cases, the vice dean for research may appoint a new reviewer or reviewers.
4. The progress review meeting is public. At the request of the learner in doctoral studies or their supervisor(s), the chair of the progress review committee may, in justified cases, declare the progress review meeting closed.

III. Progress review

5. The learner in doctoral studies submits to the progress review committee
 - 5.1. as approved by the learner in doctoral studies and their supervisor(s):
 - 5.1.1. the progress review report;
 - 5.1.2. the period plan;
 - 5.1.3. the individual plan for the first-semester progress review and thereafter if it needs to be changed;
 - 5.2. materials demonstrating research related to the doctoral thesis, including manuscripts of articles, articles published and accepted for publication during the progress review period, a description of the methodology, a review of experimental data and their collection, and ethics committee approvals.
6. The learner in doctoral studies and at least one of their supervisors must be present at the progress review meeting. If the supervisor in charge cannot participate in the progress review meeting, they must submit their written assessment of the progress of the learner in doctoral studies to the chair of the progress review committee and to the supervisee by the beginning of the progress review meeting at the latest. Other supervisors may also submit their written opinion.
7. At least one reviewer appointed for the learner in doctoral studies must attend the progress review meeting. The reviewer(s) will thoroughly examine the material submitted by the learner in doctoral studies and give an overview of it at the progress review meeting, assessing progress in research as well as in learning and teaching, and making recommendations where appropriate.

8. At the progress review meeting, the progress review committee gives both the learner in doctoral studies and the supervisor the opportunity 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. If any serious issues are encountered during the progress review concerning the learner's progress in research as well as in learning and teaching, these are reported to the head of unit by the programme director or the head of the specialisation.

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

12. The research and learning and teaching of the learner in doctoral studies is assessed positively if the learner in doctoral studies

12.1. has made an individual plan, incl. a preliminary publication plan, and a preliminary outline of the thesis data or sources or the method of data collection, and a period plan for the second semester of the first year. The individual plan clearly identifies milestones, which can be assessed and which, if met, will allow completing studies in the planned timeframe. During progress review, the committee asks questions about the agreements made between the learner in doctoral studies and their supervisor at the beginning of the studies on the basis of the expectations worksheet;

12.2. by the end of the first academic year, the research objectives have been achieved in accordance with the milestones of the individual plan;

12.3. by the end of the second academic year, the compulsory courses of the programme have been completed, unless the progress review committee decides otherwise, and the research has progressed according to the milestones set out in the individual plan;

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

12.5. by the end of the fourth academic year, the doctoral thesis manuscript has been completed in accordance with the requirements of the Regulations for Doctoral Studies and the compulsory activities included in the modules of the doctoral programme have been completed;

12.6. each year, the learner in doctoral studies has participated in professional events and learning and teaching activities related to the doctoral thesis in accordance with the programme and the individual plan, and has acquired transferable skills; a junior researcher has carried out other tasks not directly related to the doctoral thesis arising from the employment contract and in accordance with the individual plan;

12.7. the learner in doctoral studies has, in the course of studies,

12.7.1. presented the results of their work at both international and Estonian specialised conferences, including the scientific conference on the Faculty of Medicine's anniversary, with at least one oral presentation;

12.7.2. passed on knowledge through teaching or supervision of theses and the popularisation of 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 set out above, taking them into account over a longer period.

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

14. Assessment of the progress review of learners in doctoral studies in doctoral curricula opened before the 2022/2023 academic year uses credit points (ECTS). Research accounts for a total of 180 ECTS, which is distributed as follows, unless the progress review committee decides otherwise:

14.1. 25 ECTS in the first semester;

14.2. 20 ECTS in the second semester;

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

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

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

16. In the progress review of learners in doctoral studies in doctoral curricula opened before the 2022/2023 academic year, there are specific requirements for a positive decision in accordance with clause 81 of the Regulations for Doctoral Studies.

VI. Implementing provisions

17. The vice dean for research appoints the reviewers referred to in clause 3 for learners in doctoral studies who are matriculated or admitted as external students from the academic year 2024/2025. The chair of the progress review committee appoints a reviewer from among the members of the committee for the doctoral student to be reviewed who has been matriculated before the academic year 2024/2025.