Did You Know: Deadlines

Student Enters Program (typically in September)

3 mos.
- Student Supervisor Checklist of Expectations completed
- Intellectual Property Awareness Agreement completed
- [https://grad.ucalgary.ca/current-students/forms-documents](https://grad.ucalgary.ca/current-students/forms-documents)
- Supervisory Committee Appointed MSc

6 mos.
- Student has applied for available awards

12 mos.
- One committee meeting occurs annually (minimum), minutes submitted to Graduate Coordinator
- Progress Report completed online by Student & Supervisor
- MSc Student Proposal Approved

24 mos.
- One committee meeting occurs annually (minimum), minutes submitted to Graduate Coordinator
- Progress Report completed online by Student & Supervisor
- MSc Student defended or defending soon

Maximum MSc Completion
4 Years (expected 2 yrs.)
Did You Know: Deadlines

Student Enters Program (typically in September)

3 mos.
- Student Supervisor Checklist of Expectations completed
- Intellectual Property Awareness Agreement completed

6 mos.
- Student has applied for available awards
- Supervisory Committee Appointed PhD

12 mos.
- One committee meeting occurs annually (minimum), minutes submitted to Graduate Coordinator
- Progress Report completed online by Student & Supervisor

24 mos.
- One committee meeting occurs annually (minimum), minutes submitted to Graduate Coordinator
- Progress Report completed online by Student & Supervisor
- PhD Student Proposal Approved

28 mos.
- Deadline for PhD Candidacy Oral Exam

Maximum PhD Candidacy Completion
- 28 months (direct entry)
- 36 months (MSc-PhD transfer)

Maximum PhD Completion
- 6 years (expected 4 yrs.)
Did You Know: Deadlines

Checklist

MSc

- **First 2 Weeks**: Meeting with student and supervisor
- Student-Supervisor Checklist of Expectations
- Intellectual Property Awareness Agreement
- Both forms submitted to Graduate Coordinator knesgrad@ucalgary.ca

- **First 2 Months**: Develop GANTT or similar for term, year, and program.
  - Some basic examples are available at GANTT Microsoft

- **Grant Deadlines**: Ongoing
  - See ‘Funding: Award Deadlines

- **3 Months**: Committee Appointed
  - Email committee names to Graduate Coordinator who will generate appointment form.

**Note**: Methods class in Fall to help develop Research Question; Stats class(es) in winter to finalize research plan and analysis

- **6-12 Months**: Proposal Approved
  - In-person committee meeting
  - Minutes submitted to Graduate Coordinator
  - Proposal Approval Form Approval form

- **6-24 Months**: Research ongoing

- **24 Months** (approximate): Thesis Defence
  - See ‘Defences’ document.
  - form has been implemented for requests to schedule Candidacy Exams and Thesis defence.

- **Graduate!**

PhD

- **First 2 Weeks**: Meeting with student and supervisor
- Student-Supervisor Checklist of Expectations
- Intellectual Property Awareness Agreement
- Both forms submitted to Graduate Coordinator knesgrad@ucalgary.ca

- **First 2 Months**: Develop GANTT or similar for term, year, and program.
  - Some basic examples are available at GANTT Microsoft

- **Grant Deadlines**: Ongoing
  - See ‘Funding: Award Deadlines

- **6 Months**: Committee Appointed
  - Email committee names to Graduate Coordinator who will generate appointment form.

**Note**: Methods class in Fall to help develop Research Question; Stats class(es) in winter to finalize research plan and analysis

- **6-24 Months**: Proposal Approved
  - In-person committee meeting
  - Minutes submitted to Graduate Coordinator
  - Proposal Approval Form Approval form

- **28 Months**: Oral Candidacy Exam
  - Doctoral Candidacy Information

- **6 Months onward**: Research ongoing

- **48-60 Months** (approximate): Thesis Defence
  - See ‘Defences’ document.
  - form has been implemented for requests to schedule Candidacy Exams and Thesis defence.

- **Graduate!**

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**Annual Requirements**

- **May 15**: Annual Progress Report (online)
- **12 Months**: Annual supervisory committee meeting
  - Minutes submitted to Graduate Coordinator