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
- 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.)

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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

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
  GANNT 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
    GANNT 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!**

Annual Requirements

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