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)

MSc
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

- **First 2 Months:** Develop GANTT or similar for term, year, and program
  - Some basic examples are available at https://www2.le.ac.uk/offices/ld/resources/dissertations/getting-started/your-time-management/gantt-charts/gantt-charts

- **Grant Deadlines:** Ongoing
  - See ‘Funding: Award Deadlines Calendar; document

- **3 Months:** Committee Appointed
  - Email committee 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 (https://www.ucalgary.ca/knes/current-students/graduates/thesis-handbook)

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

- **24 Months** (approximate): Thesis Defence
  - See ‘Defences’ document

- **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

- **First 2 Months:** Develop GANTT or similar for term, year, and program
  - Some basic examples are available at https://www2.le.ac.uk/offices/ld/resources/dissertations/getting-started/your-time-management/gantt-charts/gantt-charts

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- **6-24 Months:** Proposal Approved
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  - Proposal Approval Form (https://www.ucalgary.ca/knes/current-students/graduates/thesis-handbook)

- **28 Months:** Oral Candidacy Exam

- **6 Months onward:** Research ongoing

- **48-60 Months** (approximate): Thesis Defence
  - See ‘Defences’ document

- **Graduate!**

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**Annual Requirements**

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