Did You Know: Deadlines

Student Enters Program (typically in September)

Student Supervisor Checklist of Expectations completed
 Intellectual Property Awareness Agreement completed
 <u>https://grad.ucalgary.ca/current-students/forms-documents</u>
 Supervisory Committee Appointed MSc

•Student has applied for available awards

6 mos.

12 mos.

24 mos.

3 mos.

•One committee meeting occurs annually (minimum), minutes submitted to Graduate Coordinator

- Progress Report completed online by Student & Supervisor
- MSc Student Proposal Approved

•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 (exp Completion yrs)

4 Years (expected 2

MSc

Did You Know: Deadlines

Checklist

MSc

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- 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 <u>https://www2.le.ac.uk/offices/ld/resources/d</u> <u>issertations/getting-started/your-time-</u> <u>management/gantt-charts/gantt-charts</u>
- 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 (<u>https://www.ucalgary.ca/knes/current-students/graduates/thesis-handbook</u>)
- □ 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 <u>https://www2.le.ac.uk/offices/ld/resources/d</u> <u>issertations/getting-started/your-time-</u> <u>management/gantt-charts/gantt-charts</u>
- Grant Deadlines: Ongoing
 See 'Funding: Award Deadlines Calendar;
 document
- 6 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

- □ 6-24 Months: Proposal Approved
 - □ In-person committee meeting
 - □ Minutes submitted to Graduate Coordinator
 - Proposal Approval Form (<u>https://www.ucalgary.ca/knes/current-</u> students/graduates/thesis-handbook)
- 28 Months: Oral Candidacy Exam <u>https://ucalgary.ca/knes/files/knes/knescandidacy-requirements-final-approvedversion.pdf</u>
- **6 Months onward:** Research ongoing
- 48-60 Months (approximate): Thesis Defence See 'Defences' document
- Graduate!

Annual Requirements

May 15: Annual Progress Report (online)

12 Months: Annual supervisory committee meeting

□ Minutes submitted to Graduate Coordinator