

Doctoral Timeline Checklist

First Month

Completed	Completion Date / Notes	Description
<input type="checkbox"/>		Supervisor and student – meet to discuss expectations, including: degree requirements, policies, timelines, Supervisory Committee, etc.
<input type="checkbox"/>		Supervisory Committee – convene introductory meeting (minimum attendance is supervisor and one member) to discuss coursework, composition of Committee, research plan, etc.
<input type="checkbox"/>		Research/Grants – as appropriate, apply for NSERC, SSHRC, CIHR, Travel – deadline changes; check with Graduate Program Coordinator

Year 1 First Term

<input type="checkbox"/>		Supervisory Committee – three faculty members including supervisor fully established – deadline is December 1
<input type="checkbox"/>	Commence Course Work	Program Plan – completed and submitted to CCGS Graduate Program Coordinator for signature – deadline is December 1 <ul style="list-style-type: none"> 3 credits of Advanced Research Methods and Analysis, 9 credits of electives, Doctoral Thesis – IGS 699

Year 1 Second Term

<input type="checkbox"/>		Coursework – complete by the end of April
		Comprehensive Exam(s) – readings Committee members/Student collaborate on selection by May
<input type="checkbox"/>		Research proposal – must be <u>identified</u> and approved by Supervisory Committee
<input type="checkbox"/>		Supervisor and Student Meeting – to complete and submit an IGS Annual Progress Report to CCGS Graduate Program Coordinator – deadline is June 1

Year 2 Candidacy

<input type="checkbox"/>		Comprehensive Exam(s) – deadline is 24 months with the <i>Recommendation for Advancement to Candidacy</i> form submitted to CCGS Graduate Program Coordinator
<input type="checkbox"/>		Formal Research Proposal presented and defended to Supervisory Committee
<input type="checkbox"/>		Research proposal – if required, submit for Ethics Review (i.e. BREB).
<input type="checkbox"/>		Candidacy – required forms are on the College's webpage, including the <i>IGS Doctoral Planning Report</i> form <i>Recommendation for Advancement to Candidacy</i> form, which must be completed and submitted to the CCGS Graduate Program Coordinator
<input type="checkbox"/>		Submit BREB application
<input type="checkbox"/>		Commence Research

Year 3 Research in the field, lab, and library

Year 4 Dissertation examination & submission

<input type="checkbox"/>		Examination Scheduling Procedures Analysis, Dissertation write-up, Defense and Completion
<input type="checkbox"/>		Examining Committee – supervisor recommends members to the College
<input type="checkbox"/>		External Examiners – 3 months before the Examiners receive the dissertation, the College must have the completed/signed <i>Appointment of External Examiner for Doctoral Dissertation</i> form
<input type="checkbox"/>		Examination –Chair submits report and signed Doctoral Dissertation Approval form to the College
<input type="checkbox"/>		Dissertation submission check CGS for full process, required forms, etc.
<input type="checkbox"/>		Digital Repository – Note, student is not complete until document is uploaded (fees and registration continue). College will advise on uploading to cIRcle

Application to graduate

<input type="checkbox"/>		Application to graduate – must make a formal application via the Student Service Centre (SSC) <ul style="list-style-type: none"> remember to check status regularly convocation in November and June – ceremony held only in June
<input type="checkbox"/>		Graduation – final application for June convocation
<input type="checkbox"/>		Dissertation – to graduate in June, the dissertation must be completed totally (defence, revisions, formatting – remember to check/conform to UBC specifications) and submitted to the College of Graduate Studies
<input type="checkbox"/>		Committee Meeting – if <u>not</u> graduating, complete and submit an IGS Annual Progress Report to CCGS Graduate Program Coordinator – deadline is June 1