

Semester /time	Steps	Responsibilities			Materials/Info to submit	
Semester 1 and 2	Course work Applications for funding	Student with supervisor				
End of semester 2	Research proposal defence	Graduate Officer Checks schedule to select best time for event and communicates date to faculty with copy to administrative assistant to set up place and advise how many proposals are expected	Supervisors inform their students of date of submission (at least two weeks before event) of proposals to the department and greenlights when the proposals are ready.	Student submits proposal to administrative assistant (Fran)	Administrative assistant (Fran) collects proposals and uploads them to folder in bright space and informs faculty by email that the folder has been opened for review. No need to send more than one initial email that the folder is open.	Research proposal
	Feedback/result of defence	Supervisor communicates to student				
Semester 3 and 4	Research/writing	Student with Supervisor				
Semester 5	Presentation of research advances/Posters	Graduate Officer checks schedule to select best time for event and communicates to department	Students submit posters to administrative assistant two weeks in advance of event	Admin. Assist. (Fran) Sends poster for printing, requests the boards from Science dept., make arrangements with FM and others to have event in great hall		
Semester 6 and afterwards	Thesis is ready for examination	Supervisor Green lights thesis, completes supervisory approval form and appointment of examiners form (change of program form if needed/ consult with Admin Assist.). <u>Submits thesis and forms to GO for signature</u>	Graduate officer forwards package to SGS <u>with copy to administrative assist.</u>	Admin. Assist. Files package for record	Thesis supervisory approval form Appointment of examiner form (make sure to put the two names in section for internal examiner) Change of program form if needed	
	Results of evaluation SGS will send to the student and Admin Assistant	Admin Assist forwards to Supervisor(s) (copy GO) If re-examination is required, we go back to previous step	Supervisor 1. Makes sure student make necessary corrections (if any) and once satisfied greenlights the student to contact SGS for final steps (to upload thesis to university library). 2. Prepares Recommendation for Award form and submits to Head		Recommendation for the Award of a Degree	
	Closing	Head Signs Recommendation And forwards to SGS (with copy to Admin assist and GO)	Admin. Assistant Communicates to student to make sure they have contacted SGS for final submission instructions (<u>no need to copy anyone</u>) Closes student file and removes them from the list of active Graduate students			