

Time in program	Stage/Steps	Responsibility to check/do		Materials/Info to submit	
Semester 1 and 2 (except MAs to PHD) See below	Course work Applications for funding Establishment of supervisory committee	Student with Supervisor Once members of committee are established supervisor gather signatures, fills and submits Change of program form with their names to GO	GO Signs CoP form and submits to SGS with copy to Admin. Assist.	Change of Program form	
Semester 3	Comps process starts. Step 1. Forming comps committee, defining two topics (Finish this process at least three months before exam; <u>recommended early June for a start of exam in September</u>)	Supervisor enrols the two other voting members of committee (<u>if different from supervisory committee</u>); establish topical areas in consultation with the student and committee, agree with them on a timeline and fills form Recommendation for Examination . Submits the package (Examination form and Topic/Timetable form) to Graduate officer with copy to student who must respond by email that they agree with schedule. In case this step is done less than three months ahead of commencement of exams student must state in the email that they forfeit the three months pre-advise.	GO submits the <i>Recommendation for examination form</i> to SGS with copy to Admin. Assist	Recommendation for Examination . And Topic Timetable form	
	2. Between submission of timetable and commencement of exam.	Student compiles potential reading lists and develops draft questions.	Supervisor , and examiners work with student in shaping the list and preparing the questions. that are going to be posed for each topic.		
Semester 4	3. Start of examination A. Week 1-3	Student receives the two questions and agrees with the supervisory committee on an "official bibliographical list for each exam").	Supervisor submits questions, and official bibliographical list to the administrative assistant (Fran) <u>with copy to GO</u> , indicating the exact dates each question should be submitted to student	Admin Assist. Receives questions and prepares official instructions for the student (question and timeline of response)	Email with Questions and Dates of Examination
	B. Day of 1 st exam (Week 4-7.)	Administrative assistant (with blind copy to GO) Submits question and instructions to student			
	C. 4 weeks later (End of week 7)	Student submits the essay to admin. Assist.	Admin. Assist. forwards essay to evaluating committee (with blind copy to GO)		Essay response text
	D. Evaluation of exam 1 (Week 8)	Committee reads exam, send the grading sheet with written feedback to supervisor . The committee decides on next step.	Supervisor collects grading sheets and feedback and <u>forward results of exam to student with copy to administrative assistant and GO</u>		email decision (proceed to next exam or not); grading sheets forms and, if committee has comment in text, the text as well.
	Exam 2 Repeats steps above B (week 9-12) C. End week 12				

	D. Week 13						
Semester 5	Oral defence of comps (Usually 4 weeks after end of second exam)	Organization	Supervisor proposes and arranges a date with committee members and GO.	GO arranges place and/or connections (if online)			
		Actual defence	GO/or delegate chairs defence, write up results and submits to SGS (with copy to Supervisor and Admin assist)				
	Research Proposal (usually 3 months after conclusion of comps)	Organization	Supervisor informs GO that student is ready for defence (at least 1 month before intended defence)	GO consults and establish date for defence	Student Send a proposal to Admin Assist (<u>two weeks before defence</u>)	Admin. Assist. Uploads proposals to folder in bright space and communicates to faculty that they are available	Research proposal to filed in Bright Space
		Actual defence	Student makes presentation and respond questions	Faculty Confer and decide if pass	Supervisor Communicates result to student		
Semester 6 onwards	Research and writing of dissertation		Student, supervisory committee and Supervisor				
	Dissertation defence Step 1 When supervisory committee deems thesis ready for defence	Student prepares 4 copies of the dissertation and sends to supervisor	Supervisor Forwards copies of dissertation to GO along with <i>Supervisory Approval Form</i> and <i>Appointment of Examiners Form</i> .	GO signs the Appointment form and check with Admin.assist if a Change of Program Form is needed. Submits the whole package to SGS	Admin.assist. checks if a Change of Program Form is needed		
	Step 2 External evaluation	Organized by SGS					
	Step 3 Post defence	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 and request graduation). Minor revisions = 6 months; Major revisions = 12 months 2. Prepares Recommendation for Award form and submits to Head	Head Signs Recommendation And forwards to SGS (<u>with copy to Admin assist and GO</u>)	Admin. Assistant Closes student file and removes them from the list of active Graduate students	Recommendation for Award		