# **Appendix I Time to completion plan for MBP PhD students at end of year 4**

This document provides a template for the time-to-completion form.

MBP PhD students completing year 4 and continuing into year 5 are expected to complete the actions outlined in this document (outlined in *Section A*) and provide it to the advisory committee for evaluation at their committee meeting. The document contains checkboxes (*Section B*) that are to be completed by the committee at all consecutive meetings until the student graduates. The idea is to provide a simple form for student and committee to evaluate if the project is on track for a reasonable time to completion. For students that are unable to graduate by year 6 of their degree a justification needs to be provided and co-signed by the student, supervisor and all committee members.

* The time-to-completion document must be provided at year 4 committee meeting. This document should be approximately 1 page and contain a Gantt chart for evaluation.
* At consecutive committee meetings (every 6 months) the document is expected to be updated.
* If a thesis cannot be completed by year 6 a short justification must be provided and approved by the committee.
* This document must be combined with the committee meeting form and submitted to the department.

# **Section A – Time-to-Completion document template**

At the end of year four every PhD student continuing into year 5 is expected to complete this document and provide it to the advisory committee for evaluation at their committee meeting. The time-to-completion document should contain the following elements:

1. **Student Name**
2. **Supervisor(s)**
3. **Committee members**
4. **Title of thesis**
5. **Hypothesis or Overall Goal**
6. **Data chapters: List of specific data chapters with goals and current progress (usually 2-3 data chapters)**
7. **Gantt Chart (years 4-6) with a specific focus on data chapters and milestones to completion (please attach to document as an Appendix)**

**Example Gantt chart**

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# **Section B - Meeting Tracking Form**

The following form is to be used to track the progress of the time-to-completion document at the end of year 4 and updated at subsequent committee meetings.

**Committee meeting year 4 in program**

Meeting Date:

Plan evaluated by committee: Yes 🞎 No 🞎

Is the presented plan to completion realistic? Yes 🞎 No 🞎

**Committee meeting year 4.5 in program**

Meeting Date:

Time to completion plan on track: Yes 🞎 No 🞎

If **no** provide short explanation:

Committee suggestions (optional):

**Committee meeting year 5 in program**

Meeting Date:

Time to completion plan on track: Yes 🞎 No 🞎

If **no** provide short explanation:

Committee suggestions (optional):

**Committee meeting year 5.5 in program**

Meeting Date:

Time to completion plan on track: Yes 🞎 No 🞎

If **no** provide short explanation:

Committee suggestions (optional):

**Committee meeting year 6 in program**

Meeting Date:

Time to completion plan on track: Yes 🞎 No 🞎

If **no** provide short explanation:

Committee suggestions (optional):

**Committee meeting past year 6 in program**

Meeting Date:

Provide justification for delayed graduation. The student has the option to provide additional feedback on the committee meeting form (point 14 “students comments”).

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| --- | --- | --- |
| **Members** | ***Name*** | ***Signature*** |
| **Supervisor** |  |  |
| ***Co-supervisor*** |  |  |
| ***Member*** |  |  |
| ***Member*** |  |  |
| **Student** |  |  |