

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.

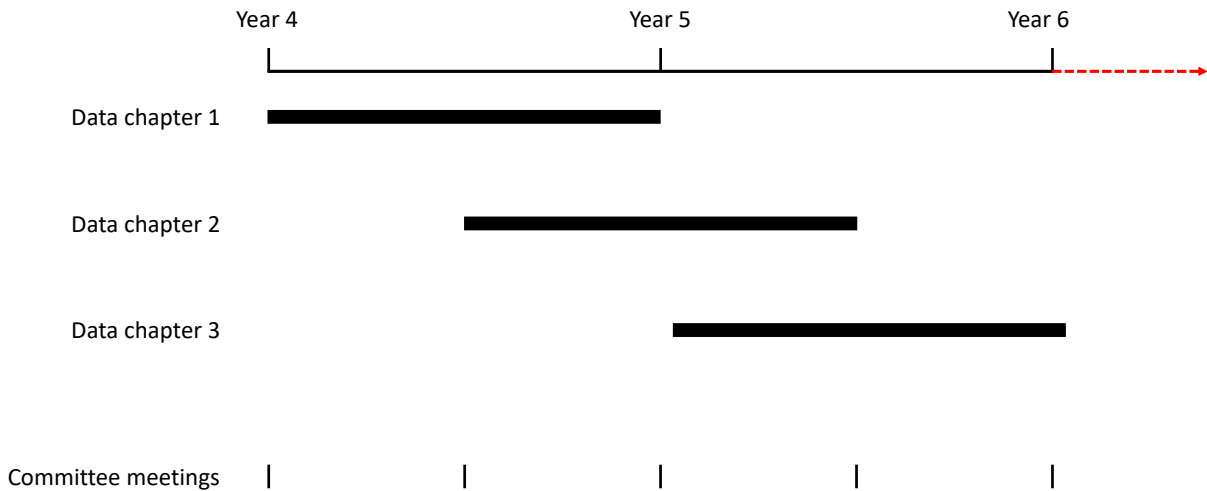
- The time-to-completion document must be provided at year 4 committee meeting. This document should be approximately 1 page and contain a Gantt chart for evaluation.
- At consecutive committee meetings (every 6 months) the document is expected to be updated.
- If a thesis cannot be completed by year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



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:

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Committee suggestions (optional):

Committee meeting year 6 in program

Meeting Date:

Time to completion plan on track: If **no**
provide short explanation:

Yes

No

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”).

Members	Name	Signature
Supervisor		
Co-supervisor		
Member		
Member		
Student		