

Appendix H - Degree Completion Guidelines

Guidelines for Timely Reclassification and MSc Degree Completion

New MSc Student

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| YEAR 1 | September (month 0) | Rotations |
| | October (month 1) | Rotations |
| | November (month 2) | Rotations |
| | December (month 3) | Rotations - Choose Your Supervisor |
| | January (month 4) | |
| | February (month 5) | Choose your topic and committee members |
| | March (month 6) | 1st Committee Meeting - Must happen by this month |
| | April (month 7) | Collect data, gather literature data |
| | May (month 8) | Collect data, get the "broad picture" and context |
| | June (month 9) | Emphasis put on collecting data in preparation for 2nd committee meeting, reclass etc |
| | July (month 10) | Collect data |
| | August (month 11) | Collect data |

MSc student to reclassify?

WILL RECLASS

WILL NOT RECLASS

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| YEAR 2 | September (month 12) | MSc has decided to reclass, please notify your committee. | |
| | October (month 13) | Get the feedback from the committee regarding reclass - book the next meeting | |
| | November (month 14) | Start drafting the proposal, tell the committee to book the time next month to review | Write draft of MSc Thesis |
| | December (month 15) | Present to the members of your committee, does not need to be perfect or complete | Draft accepted |
| | January (month 16) | Get committee feedback re: draft | |
| | February (month 17) | Write the proposal , tell the committee to book time in month 19 to review and month 21 for exam | Committee meeting - no more experiments (all data collected) |
| | March (month 18) | Write the proposal | Write thesis |
| | April (month 19) | Present to the members of your committee - choose examining committee | Write thesis |
| | May (month 20) | Get their feedback and rewrite/ have "mock" exam | Present to the members of your committee - choose examining committee |
| | June (month 21) | Pass the exam | Get committee feedback and rewrite/ have "mock" exam |
| | July (month 22) | | |
| | August (month 23) | | Defend |

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| YEAR 3 | September (month 24) | Hold a committee meeting every 6 months |
| | October (month 25) | |
| | November (month 26) | |
| | December (month 27) | Should have at least one paper published/reviewed |

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| YEAR 4 | September (month 36) | Should have at least two papers published/reviewed |
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| YEAR 5 | June (month 57) | Plan for PhD defence |
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| YEAR 6 | September (month 60) | |
| | October (month 61) | Draft of the PhD thesis/ no more experiments |

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| YEAR 6 | January (month 64) | |
| | February (month 65) | Draft accepted by the committee - start writing |

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| YEAR 6 | July (month 70) | |
| | August (month 71) | Defend |

Appendix H - Degree Completion Guidelines

Guidelines for Timely PhD Degree Completion

New PhD Student

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|-------------------|--|---|
| YEAR 1 | September (month 0) | Rotations |
| | October (month 1) | Rotations |
| | November (month 2) | Rotations |
| | December (month 3) | Rotations - Choose Your Supervisor |
| | January (month 4) | Choose your topic and committee members |
| | February (month 5) | HAVE FIRST committee MEETING - book the next meeting |
| | March (month 6) | Collect data, gather literature data |
| | April (month 7) | Collect data, gather literature data |
| | May (month 8) | Collect data, get the "broad picture" and context |
| | June (month 9) | Emphasis should be put on collecting data in preparation for 2nd committee meeting, reclass etc |
| July (month 10) | Prepae a draft of the proposal | |
| August (month 11) | Get the feedback from the committee regarding proposal - book the next meeting | |
| YEAR 2 | September (month 12) | Write proposal |
| | October (month 13) | Write proposal, tell the committee to book the time month 17 to review and month 18 for exam |
| | November (month 14) | Write |
| | December (month 15) | |
| | January (month 16) | Prepare for exam (study) |
| | February (month 17) | Get comments from committee and re-write |
| | March (month 18) | |
| | April (month 19) | Pass the exam |
| | May (month 20) | |
| | June (month 21) | |
| July (month 22) | | |
| August (month 23) | | |
| YEAR 3 | September (month 24) | Have a committee every 6-12 months (more frequent meetings are recommended) |
| | October (month 25) | |
| | November (month 26) | |
| | December (month 27) | Should have at least one paper published/reviewed |
| YEAR 4 | September (month 36) | Should have at least two papers published/reviewed - Committee meeting every 6 months recommended |
| YEAR 5 | June (month 57) | Plan for PhD defence |
| YEAR 6 | September (month 60) | |
| | October (month 61) | Draft of the PhD thesis/ no more experiments |
| YEAR 6 | January (month 64) | |
| | February (month 65) | Draft accepted by the committee - start writing |
| YEAR 6 | July (month 70) | |
| | August (month 71) | Defend |