

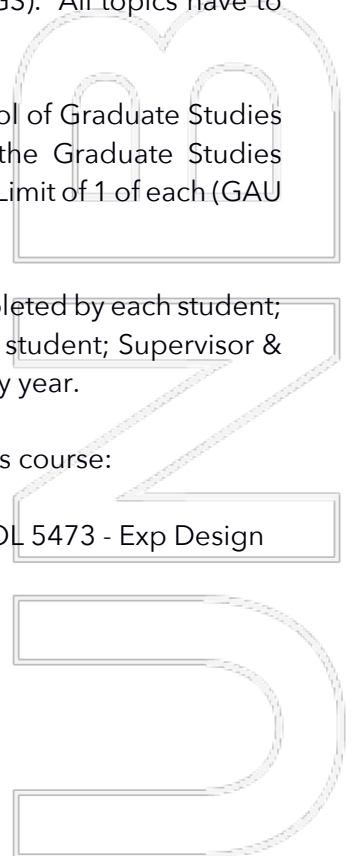
Program Milestones and Timelines

Research-Based Students

1. An **Offer of Financial Assistance** is subject to availability, for full-time MSc students (first two years) and full-time PhD students (first four years) in the amount of \$13,500/year plus tuition, differential and incidental fees. You should discuss in advance with your supervisor how this may change if you were to win a scholarship or award subsequent to the financial offer.

Note that students are expected to **TA** 2 units (equals two labs per fall and winter semesters) as part of their funding. Any **GRA** (Graduate Research Assistantship) is included, not additional to the total.

2. Establish a **Supervisory Committee** (supervisor + 2 others) and meet to complete the Program of Study form within 1 month of beginning your program. Complete and submit both the **Program of Study** form and the **Information Sheet** to the Graduate Studies Coordinator.
3. **Research Proposal.** Your Supervisory Committee should approve your proposal before they schedule the presentation.
 - Within 6 months of beginning an MSc
 - Within 12 months of beginning a PhD
 - Written summary and abstract submitted to Grad Coordinator and Director of Graduate Studies (DoGS) at least 1 week in advance
4. **Qualifying Exam** (*PhD Only*) within 1 year of beginning PhD but, must have topics approved 3-6 months beforehand. 4 topics: 3 in other fields of study; 1 in your own field. Your Supervisory Committee must approve your topics and submit them, along with a 2-4 page summary, to the Graduate Studies Coordinator and the Director of Graduate Studies (DoGS). All topics have to be passed to pass the Qualifying.
5. **Travel Grants** up to \$250 from the Biology GAU and \$200 from the School of Graduate Studies (SGS) may be available for conference participation. Please contact the Graduate Studies Coordinator for more information. (not funded for courses or workshops). Limit of 1 of each (GAU and SGS) per academic year.
6. School of Graduate Studies requires the **Annual Progress Report** be completed by each student; reviewed by each of the Supervisory Committee members; signed by the student; Supervisor & DoGS and submitted to the Graduate Studies Coordinator by Dec 1st every year.
7. **Courses:** All grad students must take two courses in addition to their thesis course:
EVERY term: BIOL 6997 - MSc Thesis OR BIOL 6998 - PhD Thesis
Examples: BIOL 6003 - Grad Seminar ; BIOL 6463 - Scientific Writing ; BIOL 5473 - Exp Design
Data Analysis ; BIOL 6393 - Tropic and Food Web Ecology



8. End Game: Guidelines for finishing/exam (thesis) timelines
- a. MSc**
- 3 weeks for Supervisory Committee to read first draft
 - 2 weeks for revisions and final approval
 - 3 weeks for Reading/Examining Committees to reach a decision
 - 1 week public notice before exam
 - If approval by the Supervisory Committee was not unanimous, then add 3-4 weeks for a departmental exam
- b. PhD**
- 3 weeks for Supervisory Committee to read first draft
 - 2 weeks for revisions and final approval
 - 1-2 weeks for approval of external examiner
 - Transfer to School of Graduate Studies (SGS)
 - External has 1 month to review
 - 2+ weeks to set exam date
 - If approval by the Supervisory Committee was not unanimous, then add 3-4 weeks for a departmental exam
9. **Deadlines** for Completion: submit Completed Degree Requirements by
- March 31st to be eligible to graduate at the May Encaenia
 - March 1st to register to graduate in the May Encaenia.
 - August 30th to be eligible to graduate at the Fall Convocation.
 - September 1st to register to graduate in the Fall Convocation.
- “Completed Degree Requirements” means:
- pass oral defense
 - examiners/supervisor approve thesis corrections/edits
 - SGS approves thesis formatting
 - final thesis and all defense paperwork submitted to SGS
 - registered to graduate
10. **Contact Information:**
- Dr. Gary Saunders, Dean of Science – 453-4841; scidean@unb.ca
- Dr. Dion Durnford, Department Chair – 452-6207 biochair@unb.ca
- Dr. Shawn MacLellan, Director of Graduate Studies – 452-6203 biodogs@unb.ca
- Heidi Stewart, Graduate Studies Coordinator – 458-7488; scigrad@unb.ca
- LinkedIn Account – [UNB Faculty of Science Grad Coordinator](#)

