

Program Milestones and Timelines Research-Based Students

1. **Safety Orientation** - Your Supervisor is responsible for giving the appropriate training to work safely in the space where you will conduct research. The Departmental Safety Committee will provide WHMIS training and general safety training.
2. **Advisory Committee** - Discuss committee options with your supervisor, normally one faculty member in the same general field of research and another faculty member outside the field of research. Once all members have accepted, meet with your Advisory Committee and complete the Program of Study form. *This should be done within the first month of starting your program.*
3. **Keys** - Keys for the building and laboratory spaces can be obtained from the Department's Administrative Assistant (Angela Carr, Toole Hall, Room 15, angela.carr1@unb.ca). A deposit of \$50 for the first key, plus \$10 per additional key is required, and will be refunded once the keys are returned.
4. **Annual Progress Report** - School of Graduate Studies (SGS) requires the Annual Progress Report be completed by each student, reviewed by each of the Advisory Committee members and signed by the Director of Graduate studies (DoGS) by Dec 1st. Chemistry also requires the Report of Grad Program Advisory Committee form be completed.
5. **Seminars** - must be scheduled through the Seminar Coordinators. MSc Students will do 1 non-thesis related Seminar plus 1 Departmental Seminar, PhD Students will do 2 non-thesis related Seminars plus 1 Departmental Seminar. Dept Seminars are to be done at least 6 months prior to expected graduation.
6. **Qualifying/Comprehensive Exam** - PhD students are required to pass a Qualifying Exam in the first 16 months of their program. You must arrange your exam one month in advance, you will prepare a written research proposal on your thesis topic.
7. **Chematix** - UNB uses a university wide, searchable, database to track amounts and locations of all chemicals. Any students who work in a lab that will order, store or use and chemicals should contact the Departmental Safety Committee so that they can be entered into the system. Note that supervisors must subsequently assign roles and locations for students, to enable them to add/remove chemicals from the list. The web address for the database is: <https://cheminv.unb.ca/Chematix/> instructions for its use can be found on the *Department of Chemistry Safety Committee "course"* on Desire2Learn
8. **Mandatory Courses:** Students must be registered every term in:
 - CHEM 6997 (MSc) or CHEM 6998 (PhD)
 - CHEM 6010/6020 Seminar course (*register for both Fall & Winter terms together*)MSc students must complete a minimum of 2 courses; PhD students must complete a minimum of 3 courses, not counting the thesis course.
9. An **Offer of Financial Assistance** is subject to availability for full-time MSc students (up to two years) and full-time PhD students (up to four years). The recommended minimum per annum stipends are \$20,000 for the M.Sc. and \$21,000 for the Ph.D. program. Note that students are expected to TA 2 units (equals two labs per fall and winter terms) as part of the financial offer. Any GRA (Graduate Research Award) is included, not additional to the total.

10. End Game: Guidelines for finishing/defense (thesis) timelines

For MSc are roughly 7 weeks

- 1 week for Reading Committee
- 1 week for revisions and corrections
- 3 weeks for Examining Board
- 1 week public notice before defense
- 1 week final corrections

For PhD are roughly 9 weeks

- 1 week for Reading Committee
- 1 week for revisions and corrections
- 1 week SGS review
- 4 weeks Examining Committee review
- 1 week public notice before defense
- 1 week final corrections

11. **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:

- advisory committee approve thesis
- examiners are chosen and agree
- thesis is sent to examiners, 3 weeks to review
- examiners approve thesis ; defense is scheduled
- 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

12. **Contact Information:**

Dr. Gary Saunders, Dean of Science - 453-4841; scidean@unb.ca

Dr. John Neville, Department Chair - 447-3115; jneville@unb.ca

Dr. Gilles Villemure, Director of Graduate Studies - 238-4542; chemdogs@unb.ca

Heidi Stewart, Graduate Studies Coordinator - 458-7488; scigrad@unb.ca

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