

## Program Milestones and Timelines Research-Based Students

1. Establish a **Student Advisory Committee** and meet to complete the Program of Study form within 2 months of beginning your program. Submit the completed **Program of Study** form to the Graduate Studies Coordinator.
2. Complete **Research Proposal** Presentation  
Your Advisory Committee should approve your proposal before they schedule the presentation.
  - Within 8 months of beginning an MSc
  - Within 12 months of beginning a PhD
  - Written summary and abstract submitted to Director of Graduate Studies (DoGS) 1 week before presentation

The proposal should include 2-4 page written summary and 25-45 minute oral presentation. Students are responsible for arranging the time and booking the presentation. Notify the DoGS and Graduate Studies Coordinator of your presentation date, time and abstract.

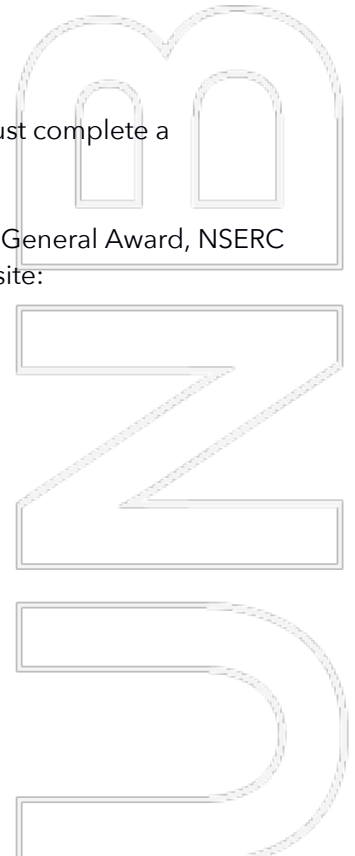
3. **Travel Grants** up to \$500 from the School of Graduate Studies (SGS) may be available for conference participation. (not funded for courses or workshops). Limit of 1 per academic year.
4. School of Graduate Studies requires the **Annual Progress Report** be completed by each student, reviewed by each of the Advisory Committee members and signed by the DoGS by Dec 1<sup>st</sup>.
5. **Mandatory Courses:** Students must be registered every term in:
  - ESCI 6997 - MSc Thesis OR
  - ESCI 6998 - PhD Thesis

Students should register once per degree for:

- ESCI 6000 - Precis (*recommended to take during year 1*)
- ESCI 6900 - Field Method & Skills (*recommended to take during year 1*)

MSc students, and PhD students who have not already completed an MSc, must complete a minimum of 4 courses, not counting the thesis course.

6. **Scholarships and awards** are available, such as Wright Scholarship; Governor General Award, NSERC PGS Scholarships and the Larry Mayer Prize. Info is available on the SGS website:  
<https://www.unb.ca/gradstudies/current/financial/scholarships/index.html>



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

#### For MSc

- 3 weeks for Advisory Committee to read first draft
- 1 week for revisions and corrections
- 2 weeks for Departmental Reader
- 1 week for revisions and corrections
- 3 weeks for Examining Board
- 1 week public notice before defense

#### For PhD

- 3 weeks for Advisory Committee to read first draft
- 1 week for revisions and corrections
- 1-2 weeks for approval of external examiner
- Transfer of thesis to SGS should be received 2 ½ months before expected date of conferral
  - 1 month for external's evaluation and examination committee evaluation
  - 2+ weeks to set exam date
- Note: the advisory committee may recommend an internal defense, then add 3-4 weeks

### 8. **Deadlines** for Completion: submit Completed Degree Requirements by

- March 31<sup>st</sup> to be eligible to graduate at the May Encaenia
- March 1<sup>st</sup> to register to graduate in the May Encaenia.
- August 30<sup>th</sup> to be eligible to graduate at the Fall Convocation.
- September 1<sup>st</sup> 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

### 9. **Contact Information:**

Dr. Gary Saunders, Dean of Science - 453-4841; [scidean@unb.ca](mailto:scidean@unb.ca)

Dr. Joseph White, Acting Department Chair - 447-3187; [clancy@unb.ca](mailto:clancy@unb.ca)

Dr. Bruce Broster, Acting Dir of Graduate Studies - 447-3188; [broster@unb.ca](mailto:broster@unb.ca)

Heidi Stewart, Graduate Studies Coordinator - 458-7488; [scigrad@unb.ca](mailto:scigrad@unb.ca)

LinkedIn Account - [UNB Faculty of Science Grad Coordinator](#)

