

Program Milestones and Timelines Research-Based Students

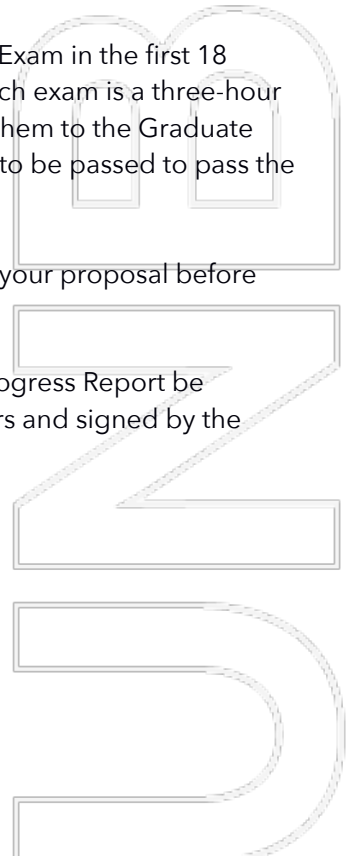
1. Establish a **Supervisory Committee** and meet to complete the Program of Study form within 1 month of beginning your program. Submit the form to the Graduate Studies Coordinator.
2. An **Offer of Financial Assistance** is subject to availability for full-time MSc students (first two years) and full-time PhD students (first four years). The recommended minimum per annum stipends are \$17,000 for the M.Sc. and \$18,000 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. You should discuss with your supervisor how this may change if you were to win a scholarship or award subsequent to the financial offer.

Travel Grants up to \$250 from SGS may be available for conference participation (not funded for courses or workshops). Limit 1 per academic year.

3. Degree options: Report or Thesis. MSc Report Option requires 7 grad courses and a written report on an assigned topic. MSc Thesis Option requires 5 grad courses, a written thesis on original work and an oral examination. PhD Thesis students are required to take 4 grad courses, pass three comprehensive exams and an oral examination
4. **Mandatory Courses:** Students must be registered every term in:
 - MATH/STAT 6996 MSc Report
 - MATH/STAT 6997 MSc Thesis OR
 - MATH/STAT 6998 PhD Thesis

Students should register once per degree for:

- MATH/STAT 6392 MSc Seminar
 - MATH/STAT 6492 PhD Seminar
 - STAT 6211 MSc
5. **Qualifying/Comprehensive Exam** - PhD students are required to pass a Qualifying Exam in the first 18 months of their program. 3 tests: 2 in other fields of study; 1 in your own field. Each exam is a three-hour written paper. Your Supervisory Committee must approve your fields and submit them to the Graduate Studies Coordinator and the Director of Graduate Studies (DoGS). All topics have to be passed to pass the Qualifying.
 6. Complete **4 Seminar Presentations** - Your Supervisory Committee should approve your proposal before they schedule the presentation.
 7. **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.



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

For MSc

- 3 weeks for Supervisory Committee to read first draft
- 2 weeks for revisions and final approval
- 3 weeks for Examining Board
- 1 week public notice before defense
- If approval by the Supervisory Committee was not unanimous, then add 3-4 weeks for a departmental exam

For 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 of thesis to School of Graduate Studies (SGS) should be received 2 ½ months before expected date of conferral
 - 1 month for external's evaluation and examining committee evaluation
 - 2+ weeks to set defense date
- Note: the Supervisory Committee may recommend an internal defense, then add 3-4 weeks.

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:

- 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

10. **Contact Information:**

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

Dr. Sanjeev Seahra, Department Chair - 458-7323; mathchair@unb.ca

Dr. Tariq Hasan, Director of Graduate Studies - 458-7367; thasan@unb.ca

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

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

