

PHD PROGRAM TIMELINE

A summary of your responsibilities as you move through the program.

30
days

APPROVAL OF PROGRAM

Meet with your supervisor and/or the Graduate Coordinator to approve your program of study.

ACTION REQUIRED: Email your course selections to the Administrative Coordinator for inputting into the Graduate Student Information System (GSIS).

4
months

SUPERVISORY COMMITTEE (SC) CONFIRMED

You and your thesis supervisor will select the committee members. You must contact the members to confirm they are willing and able to serve.

ACTION REQUIRED: Fill in the [Graduate Student Supervisory Committee Meeting Form](#) (member section) with your supervisor and bring to Administrative Coordinator.

An informal meeting with your SC is recommended at this time to briefly discuss your thesis question.

8
months

FIRST SC MEETING/RESEARCH PLAN APPROVAL

ACTION REQUIRED: Bring the Graduate Student Supervisory Committee Meeting form to the meeting. You will present on your plans and progress to date. The committee will provide input on the feasibility and direction of your research.

11
months

PROGRESS REPORT

ACTION REQUIRED: Submit a progress report annually using [GSIS](#). This automatically gets emailed to your Supervisor for approval and then the Graduate Coordinator.

12
months*

APPROVAL OF RESEARCH PROPOSAL

You will provide a written proposal of your thesis to your SC. The thesis proposal is a maximum 40 page document detailing your thesis question, explaining its importance in the context of current literature and laying out a plan for tackling it.

You will present your proposal for the committee to ask questions and provide feedback.

ACTION REQUIRED: Provide a new Graduate Student Supervisory Committee Meeting form. Return the completed form to the Administrative Coordinator. Ensure that the thesis proposal approval checkbox has been checked.

within
2 years

CANDIDACY EXAMINATION

The candidacy exam is a 2-3 hour examination based on three research papers you write on topics related to but distinct from your thesis work. Details of the examination process can be found in the [Graduate Student Handbook](#).

within
6 years

THESIS SUBMISSION AND DEFENCE

12 weeks
before

- Submit external reviewer information to [FGS](#).

6 weeks
before

- Thesis submitted to [Faculty of Graduate Studies](#) for review of format and adherence to FGS guidelines.

12 business
days before

- Thesis submitted to examining committee.

Thesis
Defence

- You will defend your thesis before your examining committee for 2-3 hours. The first 30 minutes is a presentation of your work and the remainder consists of multiple rounds of questions from your examining committee.

After
Defense

GRADUATION!

ACTION REQUIRED: Log into DalOnline, click on Student Records and 'Apply to Graduate'

Submit thesis to FGS following the [instructions](#).

*ADDITIONAL PROGRAM REQUIREMENTS



- Two presentations at the SBME Research Day (starting in year 2)
- Two department seminars: 1 typically between proposal and candidacy exam, 1 after final results.



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