

Summary of Graduate Program Timelines
Department of Psychiatry

Program Milestone	Student Responsibility	Supervisor Responsibility
<p>Establish supervisory committee</p> <ul style="list-style-type: none"> • Recommended in 6 months of program admission 	<p>Consult with the supervisor in decision process.</p>	<p>Establish a supervisory committee with at least two additional faculty members and provide names of the committee members to the Graduate Program Administrator.</p>
<p>MSc & PhD programs:</p> <ul style="list-style-type: none"> • IDP (Individual Development Plan) • PD • Ethics training 	<p>IPD: completed by end of year 1 (MSc) & year 1.5 (PhD) <i>IDP/PD form</i> to be completed and signed by both student and supervisor PD: completion of 8h Ethics Training: G.E.T & ESI</p>	<p>Consult and review IDP & PD activities (yearly).</p>
<p>MSc & PhD programs</p> <ul style="list-style-type: none"> • Annual supervisory committee meetings 	<p>Prepare updated CV and/or a written report or a presentation on thesis progress, completion time-line, etc. Consult with the supervisor on any additional information to be shared with the supervisory committee.</p>	<p>Arrange supervisory committee meetings AT LEAST ONCE per academic year. Each of these meetings is to be documented by filing a <i>Supervisory Committee Meeting Report</i> with the Grad Office.</p>
<p>MSc and PhD programs</p> <ul style="list-style-type: none"> • Annual report (August) 	<p>Fill out the <i>Annual Report</i> sent out each August by the Graduate Program Administrator; both the student and the supervisor need to complete the report.</p>	<p>Student will forward the <i>Annual Report</i> to the supervisor to complete their section.</p>

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<p>MSc defense</p> <ul style="list-style-type: none"> After 2 to max. 4 years in MSc program 	<p>Six weeks prior to the exam: Send the complete thesis to the Supervisory Committee along with a <i>Preliminary Acceptance of Thesis Form</i>.</p> <p>Four weeks prior to exam: Return the signed <i>Preliminary Acceptance of Thesis Form</i> to the Grad Office.</p> <p>Three weeks prior to the exam: Send the <u>final</u> thesis to all members of the examining committee.</p> <p>Three working days prior to the exam: Provide the Grad Office with the exact title of the thesis.</p>	<p>Four weeks prior to exam: Arrange the examination committee, date, place, and time. Communicate these arrangements to the Grad Office, who will assign a Chair. The Grad Office will forward a <i>Notice of Exam Form</i> to the supervisor for signature, to be returned to the Grad Office, who then obtains approval for the examination committee and date from FGSR (2-3 weeks prior to exam).</p> <p>After successful completion of the MSc final exam: Submit the <i>Thesis Approval/Program Completion Form</i> to the Grad Office, who will submit to FGSR.</p>
<p>Transfer from MSc to PhD</p> <ul style="list-style-type: none"> Within 2 years of MSc program admission 	<p>One week prior to the meeting: Distribute a written PhD thesis proposal (e.g., 10-20 pages, double-spaced, incl. completion time-line) to the supervisory committee and the Chair. Prepare a 20-minute oral presentation of the thesis proposal. Circulate updated CV.</p>	<p>Three weeks prior to the meeting: Provide the meeting date/time to the Grad Office, which will appoint a Chair and report back to the supervisor/student. After the meeting, send a <i>Supervisory Committee Meeting report</i> to the Grad Office.</p>

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<p>PhD proposal meeting</p> <ul style="list-style-type: none"> Within 2 years of PhD program admission 	<p>Replaces the transfer meeting for direct-entry PhD students (rules see transfer meetings above). There is no requirement for an external Chair in PhD direct-entry thesis proposal meetings.</p>	<p>Arrange the PhD proposal meeting with the supervisory committee. No requirement for an external Chair. After the meeting, send a <i>Supervisory Committee Meeting Report</i> to the Grad Office.</p>
<p>PhD candidacy exam</p> <ul style="list-style-type: none"> Within 3 years of PhD program admission; no less than 6 months prior to defense 	<p>Six weeks prior to the exam: Meet with each examiner to discuss expectations (e.g., reading lists), topic areas, etc. Meetings can be repeated if needed.</p>	<p>Six weeks prior to the exam: Arrange examining committee, date, and time and exam date, and communicate arrangements to the Grad Office, which will assign a Chair. The Grad Office will forward a <i>Notice of Exam Form</i> to the supervisor for signature, to be returned to the Grad Office, which then obtains approval for the examination committee and date from FGSR (3 weeks prior to exam).</p> <p>After successful completion of the candidacy exam: Submit the Report of <i>Completion of Candidacy Exam Form</i> to the Grad Office, which will submit to FGSR.</p>

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<p>PhD defense</p> <ul style="list-style-type: none"> • After 3 to max. 6 years in PhD program 	<p>Eight weeks prior to the exam: Send the complete thesis to the Supervisory Committee along with a <i>Preliminary Acceptance of Thesis Form</i>.</p> <p>Five weeks prior to the exam: Return the signed <i>Preliminary Acceptance of Thesis Form</i> to the Grad Office.</p> <p>Four weeks prior to the exam: Send the <u>final</u> thesis to all members of the examining committee, including the external and arm's length-examiners.</p> <p>Three working days prior to the exam: Provide the Grad Office with the exact title of the thesis.</p>	<p>9 weeks prior to the exam: Choose an external examiner and send their contact information, the examiner's CV (if available), as well as a tentative examination date to the Graduate Director, who will solicit approval from FoMD/FGSR.</p> <p>Four weeks prior to exam: Arrange the examination committee, date, and time, and communicate arrangements to the Grad Office, which will assign a Chair. The Grad Office will forward a <i>Notice of Exam Form</i> to the supervisor for signature, to be returned to the Grad Office, which then obtains approval for the examination committee and date from FGSR (3 weeks prior to exam).</p> <p>After successful completion of the exam: Submit the <i>Thesis Approval/Program Completion Form</i> to the Grad Office, which will submit to FGSR.</p>