

**PhD Program Calendar for Academic Year 2016-17**  
**Alberta School Business PhD Program**

DATE	ACTIVITY
August 29	Business PhD Orientation and Welcome Reception
September 15	Submit Project Planning and Evaluation form(s) for spring/summer project(s) to PhD Office
September 15	Prepare Project Planning and Evaluation form(s) with mentor for work to be done in the fall
September 15	Last day to Add/Drop fall courses
September 30	Last day to have thesis accepted by FGSR and apply for Fall convocation
September 30	Submit Student Planning and Progress Form
September 30	Scholarship recipients: send thank you letters to donors
October	Prepare presentation for U of A Business Research Conference (2 <sup>nd</sup> through 6 <sup>th</sup> year students)
October	Send photograph, updated CV and summary of research and teaching interests to Debbie for website
October	Apply for SSHRC/NSERC/CIHR fellowships (optional)
October 14	U of A Business Research Conference
January – 1 <sup>st</sup> Week	Apply for FGSR General Awards (optional)
January 15	Submit Project Planning and Evaluation form(s) for fall project(s) to PhD Office
January 15	Prepare Project Planning and Evaluation form(s) with mentor for work to be done in the winter
January 20	Last day to Add/Drop winter courses
January 20	Last day to have thesis accepted by FGSR to avoid paying winter term fees
April 1	Deadline to apply for spring convocation
May 15	Submit Project Planning and Evaluation form(s) for winter project(s) to PhD Office
May 15	Prepare Project Planning and Evaluation form(s) with mentor for work to be done in the spring/summer
May 15	Submit Student Planning and Progress Form
May 15	Submit CV electronically to PhD Office and other updates for your website
May 31	Meet with Supervisory Committee and submit Supervisory Committee Evaluation Form to PhD Office
August 15	All students must have a Supervisory Committee
48 hours notice	Request for letters to confirm registration, funding, etc. (requests for some documents must be made to FGSR)

As of July 6, 2016. This calendar is subject to change.