Responsibilities of Graduate Students and Supervisors – Snapshot

These responsibilities are NOT inclusive and are intended as a snapshot only. Please refer to the complete program requirements for Students and Supervisors available on the Neuroscience website for additional information.

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<th>Benchmark</th>
<th>Student</th>
<th>Supervisor</th>
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| **Establish Supervisory Committee** – 6 months into program | Provide signed committee report following meeting. | Consult with Supervisor in decision-making process. | Provide names of 2 additional committee members to Graduate Coordinator.
1st committee meeting to be held 6 months into program.
NB: Committees are to meet formally with student AT LEAST ONCE per academic year. |
| **Thesis Proposal Meeting** – by end of 1st year for MSc students; 18 months for PhD students | Provide signed committee report following meeting. | Provide hard copy of thesis proposal document to committee and Chair AT LEAST 1 week prior to exam. | Provide date, time, and place of exam to NMHI AT LEAST 3 WEEKS prior to exam. |
| **MSc Final Exam** – normally by end of 2nd year | 1. Submit signed Preliminary Acceptance of Thesis forms to NMHI AT LEAST 5 WEEKS prior to exam.
2. Provide exact name of thesis to the Institute. | 1. Provide hard copy of thesis to committee AT LEAST 7 WEEKS prior to exam.*
2. Provide electronic copy of thesis to Chair after appointed by the Institute. | 1. Appoint arm’s length examiner and inform Centre.
2. Along with committee, preliminarily accept thesis AT LEAST 5 WEEKS prior to exam.
3. Arrange date, time, and place of exam and inform NMHI AT LEAST 5 WEEKS prior to exam. |
| **PhD Candidacy Exam** – normally by end of 3rd year | None | 1. Meet with each examiner to discuss general content areas that they will base their questions on and establish appropriate sources for background reading material.
2. Prepare oral presentation outlining thesis. | 1. Appoint 2 additional examiners and inform Centre.
2. Arrange date, time, and place of exam and inform NMHI AT LEAST 5 WEEKS prior to exam.
3. Provide signed candidacy completion form to NMHI following exam. |
| **PhD Final Exam** – normally by end of 4th year | 1. Submit signed Preliminary Acceptance of Thesis forms to NMHI AT LEAST 6 WEEKS prior to exam.
2. Submit copy of thesis to External Examiner following submission of preliminary acceptance forms.
3. Provide seminar title and short abstract to NMHI office for seminar poster at least 3 weeks prior to exam. | 1. Provide hard copy of thesis to committee AT LEAST 8 WEEKS prior to anticipated exam.*
2. Submit FGSR external examiner invitation form and CV to NMHI AT LEAST 6 WEEKS prior to anticipated exam date.
3. Along with committee, preliminarily accept thesis AT LEAST 6 WEEKS prior to exam.
4. After committee preliminarily accepts thesis, arrange date, time, and place of exam and inform NMHI AT LEAST 5 WEEKS prior to exam.
5. Ensure exam venue is appropriate for seminar or book seminar venue. |

*Committees may request copies of the thesis earlier. Always meet your Committee’s deadlines.