**Time Lines** for Students and Supervisors in the PhD in Rehabilitation Science Program

|  |  |  |
| --- | --- | --- |
| **Dates** | **Action** | **Forms/Other Correspondence** |
| At admission into the PhD program | Student meets with Supervisor(s) to begin to discuss program | Supervisor-Supervisee form for first meeting |
| Within one year of admission | Approval of Supervisory CommitteeSubmission of plan of study | “Approval of Supervisor/ Supervisory Committee” to FGSR*Plan of Study* form to Rehabilitation Science Graduate Programs Committee |
| Annually for duration of student’s program | Supervisory Committee must meet with student at least once per year to review student’s progress | A written summary of the session and expectations for the coming year should be prepared by the Supervisor and a copy sent to student, other members of Supervisory Committee and to Chair RS-GPC for the student’s file. |
| Candidacy ExaminationPart I and Part II: Within 3 years of start of program and no less than 6 months prior to Final Doctoral Examination | Three months prior to Part I, student and supervisory committee develop reading listPart II is scheduled by supervisor and Administrative AssistantStudent writes Part IStudent’s answers to examination questions are distributed to Candidacy Examination Committee members by the Administrative Assistant.Student takes Candidacy Exam Part II. If Examination successfully completed, student takes title PhD Candidate.If the examination is not completed successfully, the FRM recommends the course of action to FGSR | “Notice and Approval of Doctoral Candidacy Examining Committee” - must go to FGSR at least 3 weeks prior to Part II.Administrative assistant sends confirmatory note to Candidacy Examining Committee, along with 500 word summary of research project, CV of student and reading list“Report of Completion of Candidacy” form. Chair, RS- GPC sends form to FGSR by as per conditions of outcome. |
| Within 3 months of Successful Candidacy Examination | Student provides thesis proposal to Supervisory Committee and meets to discuss. **Student provides public presentation of proposal.** | Supervisory Committee completes *Thesis Proposal Approval Form* and supervisor submits to Chair, RS-GPC. |

|  |  |  |
| --- | --- | --- |
| At least 3 months prior to Final Doctoral Examination | Completion of PhD thesis. All Supervisory Committee members must declare in writing to the Supervisor that the thesis is adequate to proceed to the final oral exam.Commencement of activities for Final Doctoral Examination. Supervisor engages the additional members of the Committee from the U of A community, informally approaches the potential external examiner and proposes a date for the examination. | Supervisor submits “Preliminary Acceptance of Thesis” to Chair, RS-GPCLetter from Supervisor to Chair of the GPC recommending Final Doctoral Examination Committee membership including suggestion for external member. |
| At least 2 months prior to Final Doctoral Examination date | Chair, Graduate Programs Committee approves external examiner suggested by supervisor and informs FGSR. | Chair, RS-GPC sends Copy of “Request to Invite External Examiner” to FGSR.Formal invitation from Chair, RS-GPC to external member. |
| At least 4 weeks prior to Final Doctoral Examination | External examiner/reader receives thesis | Administrative assistant sends thesis, copies of instructions for oral examination, with CV of Candidate by express mail to External examiner/reader |
| At least 3 weeks prior to Final Doctoral Examination | Chair, RS-GPC, recommends examining committee members to FGSR. The supervisor notifies examiners of the date of the examination. The candidate and supervisor supply a copy of the thesis to all examination committee members.Candidate takes the final examination and **provides public presentation of the thesis.** | Chair, RS-GPC, sends “Notice and Approval of Doctoral Final Oral Examining Committee” to FGSR. |
| Immediately after Final Doctoral Examination | FGSR is advised of outcome of final examination | Thesis Examination Signature Page provided by Administrative Assistant to Chair of the Examining Committee; All Committee members but Supervisor sign the signature pages “Thesis approved with revisions”Chair, RS-GPC sends “Report of Completion of Final Oral Examination” to FGSR - as per conditions of outcomeDetailed notes on revisions sent by Chair, RS-GPC to student, supervisor and FGSR within 5 days of the examination. |
| Within 6 months of the Final Doctoral Examination | Revised thesis is submitted to Supervisor and/or Supervisory Committee | Signature(s) of all remaining members of the Final Doctoral Examination Committee obtained on signature page of thesis; Chair, RS-GPC informs FGSR of completion |