## Biology Department Typical MSc Timeline

### End of week 2
- **Meet with your supervisor to review** *(The Biology Department’s general philosophy on safety in the lab & in the field is outlined in the Guide to Graduate Studies [GGS])*
- **WHMIS training** - select a training session time
- **Sign permission form for NSERC** (part of the Graduate Student Supervisor Annual Agreement)
- **Register for courses for first term** *(Course Requirements - Queen’s Biology Department); (Graduate course listings - Queen’s Biology Department)*
- **Fill out Key Request form** to get keys for office/lab and a proximity card for Biosciences & other necessary buildings
- **Complete your TA contract** *(Teaching Assistantships - Queen’s Biology Department)*
- **Review degree-level expectations for M.Sc. and discuss with your supervisor** *(Graduate DLEs - March 29, 2022.pdf (queensu.ca))*
- **Review the Guide to Graduate Studies in Biology**
- **Consider getting involved in activities organized by the Biology Graduate Student Council**
- **Review Student Responsibilities & Professional conduct**
- **View the Incoming Student Checklist**

### Helpful resources to get started
**Helpful resources for getting situated**
- School of Graduate Studies information for Newly-admitted Students
- SGS orientation information
- SGS funding awards, scholarships & bursaries
- SGS information on registration & fees

### End of Week 4
- **Finalize selection of Supervisory Committee.**
- **Finalize research plan with supervisor**
- **Discuss confidentiality requirements of your research**
- **Discuss potential environmental impacts of your research and use of Indigenous Lands**
- **Decide on the 4 courses you will take during your M.Sc.**
- **Familiarize yourself with the library and how to access resources** *(Welcome - Biology - Research Guides at Queen’s University Library (queensu.ca))*
- **Consider meeting with the Science Librarian Maggie Gordon (maggie.gordon@queensu.ca)**
- **Choose and learn how to use a Citation manager** *(Citing & Citation Management | Queen’s University Library (queensu.ca))*
- **Find out about appropriate Seminar Series related to your research** *(Seminars - Queen’s Biology Department (queensu.ca)) or other departments*
- **Familiarize yourself with the scholarships that are available.**
- **Familiarize yourself with the SGSPA sessional dates**
- **Fill out Financial & Supervisory Statement by end of October**
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| By end of term 1 | • Contact your candidates for your supervisory committee and ask if they are willing and able to be on the committee
| | • Write your research project proposal (as part of Biol 824)
| | • With your supervisor, plan a suitable date for your first committee meeting in your second term |
| By end of term 2 | • Finalize your supervisory committee membership
| | • Prepare your committee meeting seminar
| | • Fill out the Supervisory committee meeting form prior to your committee meeting
| | • Hold committee meeting |
| By end of term 3 | • Consider whether you would like to transfer to a PhD, and discuss with your supervisor if your research progress and plan is suitable |
| By end of term 5 | • Write your committee meeting report and include your plans for completing your M.Sc. Prepare your 2nd committee meeting presentation
| | • Fill out the Supervisory committee meeting form prior to your committee meeting
| | • Hold 2nd committee meeting approximately 4-6 months before your anticipated defense and ask whether you can start writing thesis
| | • Complete your departmental exit seminar |
| By end of term 6 | • Based on your committee recommendations, write your thesis using this guideline and thesis formatting suggestions
| | • SGS guide to writing your thesis
| | • Complete the following forms (SGS co-authors; Thesis defense; More thesis defense information)
| | • Select your examining committee as per SGSPA regulations
| | • Fill out the oral thesis examination form
| | • Arrange a time for the thesis defense
| | • Prepare the seminar for the thesis defense
| | • Complete your thesis defense
| | • Check your thesis for completeness using Thesis Submission Checklists
| | • Follow the Degree Completion guidelines
| | • Find out the final date for submission of finalized thesis to avoid financial penalty
| | • Submit your thesis to Qscape
| | • Apply to graduate |
| Need more time? | • Submit a Time Limit Extension Request form to the graduate assistant
| | • NOTE: funding is not guaranteed after 2 years |