# Biology Department Typical PhD 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 our Guide to Graduate Studies)*
- WHMIS training - select a training session time
- Sign permission form for NSERC (part of the [Graduate Student Supervisor Annual Agreement](#))
- 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 Ph.D. and discuss with your supervisor [Graduate DLEs - March 29, 2022.pdf](#)
- See [Ph.D. milestones](#)
- Review the [Guide to Graduate Studies in Biology](#)
- Consider getting involved in activities organized by the Biology Graduate Studies Committee
- Review [Student Responsibilities & Professional conduct](#)
- View the [Incoming Student Checklist](#)

## 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](#)
- Familiarize yourself with the library and how to access resources [Welcome - Biology - Research Guides at Queen's University Library](#)
- Consider meeting with the Science Librarian Maggie Gordon ([maggie.gordon@queensu.ca](mailto:maggie.gordon@queensu.ca)) to learn how to best research your topic
- Choose and learn how to use a Citation manager [Citing & Citation Management | Queen's University Library](#)
- Find out about appropriate Seminar Series related to your research ([Seminars - Queen's Biology Department](#) 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  
• Start 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 completing your first committee meeting |
| By end of term 3 | • Be well underway with data collection  
• Start thinking about writing your comprehensive exam |
| By end of term 4 | • Take your comprehensive exam ([View the associated informational form here](#))  
• Consider attending a research conference to learn about other works in your field and/or present your findings ([Conference Travel Application and Claim form](#) for partial expense coverage) |
| Year 3-4 | • Have a 2nd/3rd committee meeting ([Supervisory committee meeting form](#))  
• Wrap up data collection, perform analyses and prepare your thesis and manuscripts  
• At least 6 months before your anticipated defense, have your final committee meeting to confirm you are ready to write thesis  
• Based on committee recommendations, write your thesis using [this guideline](#) and [thesis formatting suggestions](#) |
| 2-4 months before your defense | • Choose an external examiner for your thesis defense ([Ph.D. Application for Approval of External Examiner form](#))  
• Fill out the [oral thesis examination form](#) |
| Finish your thesis | • Based on your committee recommendations, write your thesis using [this guideline](#) and [thesis formatting suggestions](#)  
• Follow the [Degree Completion Guidelines](#)  
• Complete the following forms ([SGS co-authors; Thesis defense; More thesis defense information](#))  
• Select the rest of 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 4 years |