

Biology Department Typical MSc Timeline

<p>End of week 2</p>	<ul style="list-style-type: none"> • 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
<p>Helpful resources to get started</p>	<p><i>Helpful resources for getting situated</i></p> <p>School of Graduate Studies information for Newly-admitted Students</p> <p>SGS orientation information</p> <p>SGS funding awards, scholarships & bursaries</p> <p>SGS information on registration & fees</p>
<p>End of Week 4</p>	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 <u>approximately 4-6 months</u> before your anticipated defense and ask whether you can start writing thesis • Complete your departmental exit seminar
By end of term 6	<ul style="list-style-type: none"> • 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?	<ul style="list-style-type: none"> • Submit a Time Limit Extension Request form to the graduate assistant • NOTE: funding is not guaranteed after 2 years