

Biology Department Typical PhD 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 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 (queensu.ca) • 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
<p>Helpful resources to get started</p>	<p><i>Helpful resources for getting situated</i></p> <ul style="list-style-type: none"> • School of Graduate Studies information for Newly-admitted Students • SGS orientation information • SGS funding awards, scholarships & bursaries • SGS information on registration & fees
<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 researchDiscuss 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 (queensu.ca) • Consider meeting with the Science Librarian Maggie Gordon (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 (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 • 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	<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 completing your first committee meeting
By end of term 3	<ul style="list-style-type: none"> • Be well underway with data collection • Start thinking about writing your comprehensive exam
By end of term 5	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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?	<ul style="list-style-type: none"> • Submit a Time Limit Extension Request form to the graduate assistant • NOTE: funding is not guaranteed after 4 years