

## Full Time PhD Backwards Planning Exemplar

| Deadline                                                                         | Task                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5th academic year Spring convocation.                                            | Projected Graduation Date                                                                                                                                                                                        |
| 5 <sup>th</sup> academic year – Summer term. May 1st                             | Final Copies Due in Faculty of Graduate Studies for completion in the Winter Term (check with your home university)                                                                                              |
| 4 <sup>th</sup> academic year. Winter term. April.                               | Dissertation Defense                                                                                                                                                                                             |
| 4 <sup>th</sup> academic year. Winter term. March.                               | External Examiner (reading and editing)                                                                                                                                                                          |
| 4 <sup>th</sup> academic year. Winter term. January.                             | Internal Examiner (reading and editing)                                                                                                                                                                          |
| 4 <sup>th</sup> academic year. Fall term. November.                              | Draft to Committee Members (multiple drafts)                                                                                                                                                                     |
| 4 <sup>th</sup> academic year. Fall term. September                              | First Full Draft to Supervisor (assuming the work is already in good shape, but expect multiple drafts)                                                                                                          |
| 4 <sup>th</sup> academic year. Summer/Fall term June - September                 | Writing (This varies greatly. Four months of intense writing is assumed here.)                                                                                                                                   |
| 3 <sup>rd</sup> /4 <sup>th</sup> academic year. Winter/Summer term. March – May. | Data Collection & Analysis (This varies greatly)                                                                                                                                                                 |
| 3rd academic year. Winter term. February.                                        | Human Subjects: Ethics Approval – 4-5 weeks for Chair & then University REB, considerably more if external organizations like school boards are involved, or if submission is initially incomplete or imprecise. |
| 3 <sup>rd</sup> academic year. Winter term. January.                             | Proposal approval meeting with Committee                                                                                                                                                                         |
| 3 <sup>rd</sup> academic year. Fall term. November.                              | Proposal Full Draft                                                                                                                                                                                              |
| 3rd academic year. Fall term. October.                                           | Portfolio Defense                                                                                                                                                                                                |
| 3 <sup>rd</sup> academic year. Fall term. September.                             | Portfolio to examiner                                                                                                                                                                                            |
| 3rd academic year. August.                                                       | Portfolio draft to committee                                                                                                                                                                                     |
| 3 <sup>rd</sup> academic year. Summer term. July.                                | Portfolio draft to supervisor                                                                                                                                                                                    |
| 3 <sup>rd</sup> academic year. Summer term. May – June.                          | Writing and assembly of comprehensive portfolio                                                                                                                                                                  |
| 2 <sup>nd</sup> academic year. Winter term. January – April.                     | Assembly and creation of scholarly tasks for portfolio (some of these should be completed during the first year in addition to course work)                                                                      |

| Deadline                                                        | Task                                                  |
|-----------------------------------------------------------------|-------------------------------------------------------|
| 2 <sup>nd</sup> academic year. Fall term. September – December. | Research Proposal Colloquium Course + scholarly tasks |
| 2 <sup>nd</sup> academic year. Summer term. July.               | DSII                                                  |
| 1 <sup>st</sup> academic year. Winter term. January-April.      | Directed Study course + Scholarly tasks.              |
| 1 <sup>st</sup> academic year. Fall term. September-December.   | Field of Study Course + Scholarly tasks               |
| 1 <sup>st</sup> academic year. Summer term. July start.         | DSI                                                   |

**NOTES:**

This suggested timeline shows minimum durations.

Sometimes more drafts will be required by the supervisor(s) and committee member(s), so you may want to build in extra time if you know, for example, that you have writing challenges.

In addition, due to the number of faculty in your committee, anticipate scheduling difficulties for meetings and defenses which may also introduce delays.

Remember, you must maintain consistent communication with your supervisor throughout your course of study.