



Full Time PhD Backwards Planning Exemplar

Deadline	Task CP, Option A	Task: CP, Option B
5th academic year – Spring Convocation.	Projected Graduation Date	Projected Graduation Date
5th academic year – Summer term. May 1st	Final Copies Due in Faculty of Graduate Studies <u>for completion in the Winter Term</u> (check with your home university)	Final Copies Due in Faculty of Graduate Studies <u>for completion in the Winter Term</u> (check with your home university)
4th academic year. Winter term. April.	Dissertation Defense	Dissertation Defense
4th academic year. Winter term. March.	External Examiner (reading and editing)	External Examiner (reading and editing)
4th academic year. Winter term. January.	Internal Examiner (reading and editing)	Internal Examiner (reading and editing)
4th academic year. Fall term. November.	Draft to Committee Members (multiple drafts)	Draft to Committee Members (multiple drafts)
4th academic year. Fall term. September	First Full Draft to Supervisor (assuming the work is already in good shape, but expect multiple drafts)	First Full Draft to Supervisor (assuming the work is already in good shape, but expect multiple drafts)
4th academic year. Summer/Fall term June - September	Writing (This varies greatly. Four months of intense writing is assumed here.)	Writing (This varies greatly. Four months of intense writing is assumed here.)
3rd/4th academic year. Winter/Summer term. March – May.	Data Collection & Analysis (This varies greatly)	Data Collection & Analysis (This varies greatly)

Deadline	Task CP, Option A	Task: CP, Option B
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.	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 rd academic year. Winter term. January.	Proposal approval meeting with Committee	Proposal approval meeting with Committee
3 rd academic year. Fall term. November.	Proposal Full Draft	Proposal writing : Proposal Full Draft
3rd academic year. Fall term. October.	Portfolio Defense; Students encouraged to submit their redacted (of personal information) CP to the Comprehensive Portfolio Repository.	Portfolio Defense: Students encouraged to submit written responses for publication upon completion of the examination
3 rd academic year. Fall term. September.	Portfolio to examiner	
3rd academic year. August.	Portfolio draft to committee: could be several drafts before approval to send to the external examiner. See note below.	
3 rd academic year. Summer term. July.	Portfolio draft to supervisor: could be several drafts before approval to send to the committee. See note below.	Student sends exam papers to supervisor, committee and external reviewer at least 4 weeks prior to defense. Supervisor schedules CP defense
3 rd academic year. Summer term. May – June.	Writing and assembly of comprehensive portfolio	Comprehensive Portfolio Questions Writing: no further input from supervisor or committee.
2 nd 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)	Comprehensive Portfolio Questions Writing: no further input from supervisor or committee.
2 nd academic year. Fall term. September – December.	Research Proposal Colloquium Course + scholarly tasks; literature can be suggested by committee.	Research Proposal Colloquium Course; establish doctoral committee; comprehensive portfolio questions confirmed; literature can be suggested by committee
2 nd academic year. Summer term. July.	DSII + Scholarly tasks. Literature can be suggested by committee.	DSII; establish doctoral committee; comprehensive portfolio questions dialogues evolving; literature can be suggested by committee
1 st academic year. Winter term. January-April.	Directed Study course + Scholarly tasks: establish doctoral committee; comprehensive portfolio direction/dialogue evolving; literature can be suggested by committee; work on completion of scholarly tasks.	Directed Study course; establish doctoral committee; comprehensive portfolio questions dialogues evolving; literature can be suggested by committee
1 st academic year. Fall term. September-December.	Field of Study Course + Scholarly tasks: establish doctoral committee with supervisor; work on completion of scholarly tasks.	Field of Study Course; establish doctoral committee; comprehensive portfolio questions

Deadline	Task CP, Option A	Task: CP, Option B
1 st academic year. Summer term. July start.	DSI: discuss doctoral committee with supervisor; discuss scholarly tasks.	DSI: discuss doctoral committee with supervisor

NOTES:

- This suggested timeline shows minimum durations.
- Incoming students will have the option between two alternatives for fulfilling the Comprehensive Portfolio course requirements: **Option A or Option B**. The selected Comprehensive Portfolio option must receive final approval from their supervisor (s).
- Sometimes more drafts (of Comprehensive Portfolio Option A, Proposal, or dissertation) 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.