

Regular progress of a doctoral student;
Roles and tasks of the student, supervisor,
the committee and the school

	The Student	The Supervisor	The Committee	The School/the Secretariat
1st Term	<ul style="list-style-type: none"> - Contact the supervisor - Confirm supervision - Discuss and sign the supervision agreement 	<ul style="list-style-type: none"> - Meet the student - Confirm supervision - Discuss and sign the supervision agreement 		<ul style="list-style-type: none"> - Supervision agreement form - Submission of the supervision agreement
2nd Term	<ul style="list-style-type: none"> - Meeting with supervisor to discuss the composition of the comprehensive exam committee; and the framework for questions and reading lists 	<ul style="list-style-type: none"> - Meeting with student to discuss the composition of the comprehensive exam committee; and the framework for questions and reading lists 	<ul style="list-style-type: none"> - Confirm participation 	
3rd Term	<ul style="list-style-type: none"> - Respond to comprehensive examination questions 	<ul style="list-style-type: none"> - Provide comprehensive examination questions to student, committee 	<ul style="list-style-type: none"> - Contribute to the development of the comprehensive exam questions 	<ul style="list-style-type: none"> - File the comprehensive examination questions, and the names of committee members

	The Student	The Supervisor	The Committee	The School/the Secretariat
		members and the secretariat		
4th Term	<ul style="list-style-type: none"> - Complete the comprehensive examination; - Submit the responses to the committee members and the secretariat 	<ul style="list-style-type: none"> - Read the comprehensive exam questions - Organize the oral defence - Sign the oral defence form 	<ul style="list-style-type: none"> - Read the comprehensive exam questions - Participate in the oral defence - Sign the oral defence form 	<ul style="list-style-type: none"> - File comprehensive exam responses - File the Comprehensive Exam Oral Defence form
5th Term	<ul style="list-style-type: none"> - Begin the dissertation research proposal 	<ul style="list-style-type: none"> - Discuss the dissertation research proposal 		
6th Term	<ul style="list-style-type: none"> - Complete the dissertation research proposal - Submit the dissertation research proposal to the supervisor for approval; - Following the supervisor's approval, the proposal is 	<ul style="list-style-type: none"> - Accept the dissertation research proposal for oral defence by signing the requisite form - Organize and participate in the oral defence - Once completed, sign the Oral Defence form 	<ul style="list-style-type: none"> - Read the dissertation research proposal - Participate in the oral defence, not more than four weeks after submission - Once completed, sign the Oral Defence form 	<ul style="list-style-type: none"> - File the dissertation research proposal - File the Dissertation Research Proposal Oral Defence form

	The Student	The Supervisor	The Committee	The School/the Secretariat
	<p>submitted to the secretariat and submitted to the committee</p> <ul style="list-style-type: none"> - Oral defence of the dissertation research proposal 			
Terms 7-12	<ul style="list-style-type: none"> - Research and write the dissertation, regular meetings with supervisor to monitor progress and to discuss submission date - Submission of the dissertation - Discuss potential external examiners with supervisor - Oral defence of the dissertation - Revisions - Submission of the final version 	<ul style="list-style-type: none"> - Supervision of the research and the writing of the dissertations, regular meetings with the student to monitor progress and to discuss submission date - Accept the dissertation for examination - Confirm external examiner - With the assistance of the secretariat, 	<ul style="list-style-type: none"> - Confirm participation in the committee - Read the dissertation, submit comments before the oral defence of the dissertation by the prescribed deadline (4 weeks) - Participate in the oral examination of the dissertation - Once the oral examination is completed, sign the examination form 	<ul style="list-style-type: none"> - File signed forms - Assist in the organization of the oral defence of the dissertation

	The Student	The Supervisor	The Committee	The School/the Secretariat
	of the dissertation	organize the oral defence <ul style="list-style-type: none"> - Once the oral examination is completed, sign the examination form - Supervise post-defence revisions - Accept the final version of the dissertation 		

Supervision agreement
between student and supervisor

	Initials supervisor	Initials Student
<ul style="list-style-type: none"> - For <u>the comprehensive exam</u> (provided by the supervisor to the student on May 1st at the very latest) <ul style="list-style-type: none"> - As early as the beginning of the 2nd term (January), at least one or two meetings must be held between the student and the supervisor to discuss the comprehensive examination topics; - By March 1, the student and supervisor must agree on the framework for the comprehensive exam questions; - By March 15, the student must submit a draft reading list to the supervisor; - By April 1, the supervisor must prepare the questions and reading lists, and forward them to the committee members for their input, suggestions, and feedback. - By April 15, committee members must provide their feedback and suggestions to the supervisor; - By May 1, the supervisor must forward the questions and reading lists to the student; - There is no formal meeting scheduled between the student and the members of the examination committee (including the supervisor) after the examination questions have been submitted. However, there is nothing to prevent students from discussing the progress of their work and asking for clarification. The submission of drafts/answers for comment is not permitted. 		

	Initials supervisor	Initials Student
<ul style="list-style-type: none"> - Students must forward their responses to their supervisor, committee members and the School Secretariat by email by November 1 at the latest. - The supervisor organizes the oral defence of the comprehensive examinations. 		
<ul style="list-style-type: none"> - <u>The Research Proposal:</u> <ul style="list-style-type: none"> - Depending on the student's needs and learning style, regular meetings should be scheduled. It is the supervisor's responsibility to ensure that these meetings take place. - The supervisor and the student are both responsible for responding to each other's emails (and other forms of communication) in a timely manner. - The supervisor is responsible for identifying and proposing a calendar of meetings in consultation with the student. The student is responsible for keeping the supervisor regularly informed of both progress and emerging difficulties or obstacles. - The student should send drafts at appropriate intervals, in accordance the discussed timeline of progress. The supervisor must provide comments within a reasonable time frame (normally about four (4) weeks); if the supervisor requires more time, the student should be informed as soon as possible. - Before accepting the research proposal for defence, the supervisor is responsible for confirming their satisfaction by signing the form to this effect. The signature indicates a reasonable expectation on the part of the supervisor that the committee will also find the project satisfactory during the oral defence. Student should be aware that the 		

	Initials supervisor	Initials Student
<p>supervisors will refuse to allow a project to proceed if they are not satisfied with it.</p> <ul style="list-style-type: none"> - The supervisor understands that the proposal is not the supervisor's but the student's proposal. A proposal should not be approved or refused because it does or does not correspond to what the supervisor would do. Its evaluation must be based on the fulfillment of criteria found in the document "Guidelines for the preparation of a dissertation research proposal." - The supervisor organizes the oral defence with the help of the secretariat. 		
<ul style="list-style-type: none"> - <u>Researching and writing the dissertation:</u> <ul style="list-style-type: none"> - Depending on the student's needs and learning style, regular meetings should be scheduled. It is the supervisor's responsibility to ensure that these meetings take place. - The supervisor and the student must agree on the "internal external", a 4th committee member from outside the unit. - The supervisor and the student are both responsible for responding to each other's emails (and other forms of communication) in a timely manner. - The supervisor is responsible for identifying and proposing a calendar of meetings in consultation with the student. The student is responsible for keeping the supervisor regularly informed of both progress and emerging difficulties or obstacles. - The student should send drafts at appropriate intervals, in accordance with the discussed timeline of progress. The supervisor must provide comments within a reasonable time 		

	Initials supervisor	Initials Student
<p>frame (normally about four (4) weeks); if the supervisor requires more time, the student should be informed as soon as possible.</p> <ul style="list-style-type: none"> - Before accepting that the dissertation proceed to oral defence, supervisor is responsible for confirming their satisfaction by signing the form to this effect. This includes a reasonable expectation on the part of the supervisor that the committee will also find the dissertation satisfactory for defence. The student should be aware that the supervisor will refuse to allow a dissertation, with which they are not satisfied, to go forward. - The supervisor understands that the dissertation is not the supervisor's but the student's dissertation. A dissertation should not be approved or refused because it does or does not correspond to what the supervisor would do. Its evaluation must be based on the attainment of the objectives defined in the dissertation proposal, considering the normal affordances associated with researching and writing a dissertation. - The supervisor organizes the defence, with the support of the secretariat. 		
<p><u>Signatures</u></p> <p>We hereby affirm that we have discussed the above issues, challenges and commitments, and will work in good faith to respect them.</p> <p>Name: _____ Signature: _____ Student</p> <p>Name: _____ Signature: _____ Supervisor</p> <p>Date _____</p>		