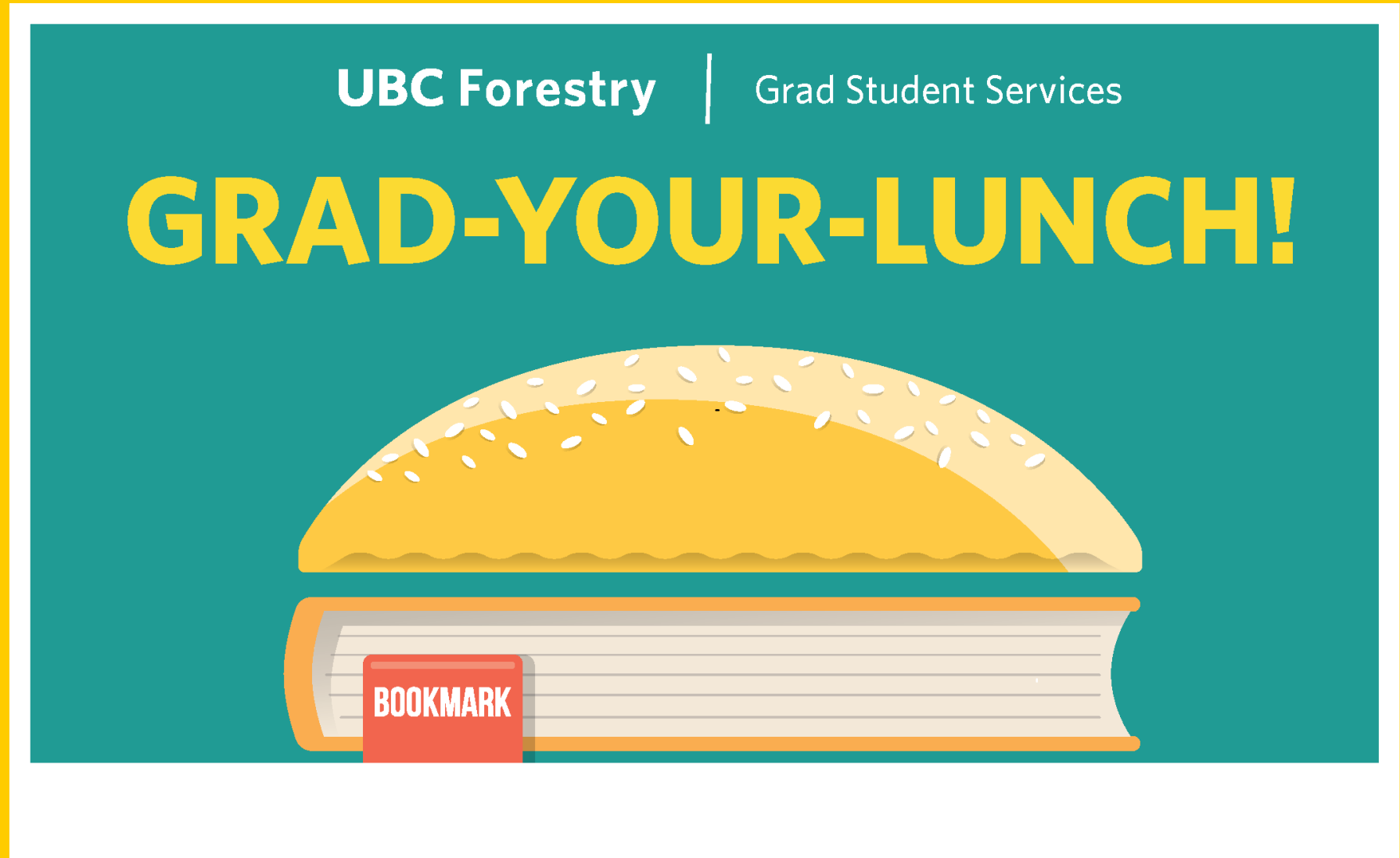


Welcome to  
**GRAD-  
YOUR-  
LUNCH**

Timelines &  
deadlines for  
research-  
based  
programs



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Forestry



UBC Point Grey Campus (Vancouver) sits on the traditional, ancestral, unceded territory of the xwməθkwəyəm (Musqueam) People.

Musqueam post artist: Brent Sparrow Jr

# Today's outline

1. Welcome & introductions
2. Learning outcomes:
  - Understand the major milestones and deadlines for your program
  - Recognize mutual responsibilities for you & your supervisor
  - Know where to look & who to contact for guidance



# G+PS and timelines vs. deadlines

## Graduate programs are ultimately overseen by Graduate and Postdoctoral Studies (G+PS)

- They have the final say on policies & deadlines

G+PS **timelines:** <https://www.grad.ubc.ca/current-students/managing-your-program>

- General program targets (start to finish); candidacy, committee meetings, and general defense planning

G+PS **deadlines:** | <https://www.grad.ubc.ca/deadlines>

- Specific to meeting program requirements within **specific date and time** (awards, defense milestones, program completion, graduation)



# Mutual roles (PhD, MSc, MAsc)

## Student responsibilities:

- Be aware of milestones, timelines and deadlines
- Communicate your goals (early completion? Gaining as much experience as able?)
- Check in with your supervisor along the way

## Supervisor responsibilities:

- Provide timely feedback & support for administrative tasks
- Be clear if/when a student's requested timeline isn't feasible
- Be available to the student, lead the committee



# Major milestones MSc, MASc

- **Establishing committee & first committee meeting**
  - First meeting should take place within one year of starting program
- **Completing coursework**
- **Thesis (18/12/6 credits)**
- **Defense (handled by Forestry grad office)**

**Average completion time:** 2.75 years

**Program max:** 5 years



# Major milestones PhD

- **Establishing committee & first committee meeting**
  - First meeting should take place within one year of starting program
- **Advancing to candidacy** (by 24 months, max 36 months)
  - Comprehensive Exam
  - Proposal approval
  - Coursework (if applicable)
- **Dissertation**
- **External Examiner**
- **Defense (handled by G+PS)**

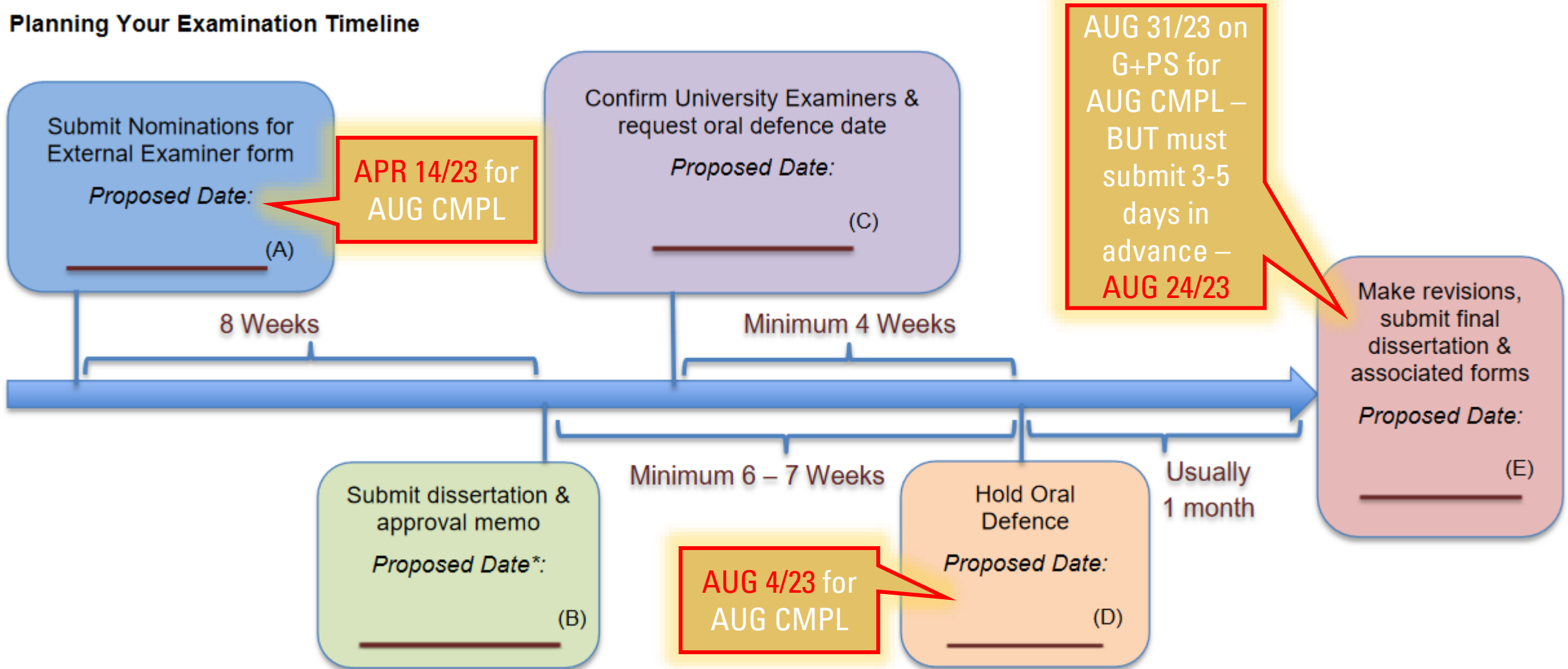
**Average completion time:** 5 years

**Program max:** 6 years



# Doctoral Defense Deadlines

## Planning Your Examination Timeline



\* Please remember to notify G+PS as soon as possible if your anticipated dissertation submission date changes.



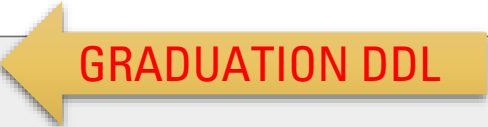
# G+PS Deadline Centre

## DEADLINE CENTRE

IMPORTANT: These deadlines are specific to graduate students. There are additional [deadlines in the UBC Academic Calendar](#) that apply to all students. **Application deadlines** can be found in the [prospective student section](#) as well as in each [degree program profile](#).

<b>Deadline after</b>	<b>Deadline before</b>	<b>Type</b>	<b>Deadline Type</b>	<b>Filter</b>	<b>Reset</b>
Apr 2023	Apr 2024	Deadline	<Any>		

<b>NAME</b>	<b>DEADLINE</b>	<b>DESCRIPTION</b>
<a href="#">Last Day for Final Doctoral Oral Examinations (April 30, 2023 Program End Date)</a>	Thursday, 06 April 2023	<a href="#">Third of four deadlines for April 30, 2023 Program End Date.</a> Last day for <a href="#">final doctoral examinations</a> for April 30, 2023 Program End Date.
<a href="#">Nominations for External Examiner form (August 31, 2023 Program End Date)</a>	Friday, 14 April 2023	<a href="#">First of four deadlines for program completion by August 31, 2023.</a>
<a href="#">Last day for G+PS approval of final master's theses and doctoral dissertations for May graduation</a>	Friday, 21 April 2023	Last day for final master's theses and doctoral dissertations to be approved by the Faculty of Graduate and Postdoctoral Studies for May 2023 graduation. Must be approved and accepted (not just submitted) by 4:00 pm. <b>Students are expected to submit 3-5 days before this approval deadline in order to have time for corrections.</b>
<a href="#">Last Day for Acceptance of Final, Approved Doctoral Dissertation (Spring 2023 Graduation)</a>	Friday, 21 April 2023	<a href="#">Fourth of four deadlines</a> for Spring 2023 graduation.



# Program completion vs. Graduation

- **Program completion**
  - Fulfill all your program requirements (any time of year)
  - Deadlines required if you want to meet end-of-term (no tuition next term)
  - Tuition pro-rated if you complete early in the term (review UBC tuition refunds)
  - Eligible for next graduation / conferral cycle (May or November)
  - Letters of completion (not conferral) available on SISC (custom requests contact us)
- **Graduation**
  - Some graduation deadlines are quite strict
  - Two graduation cycles – May & November
  - Must not be on financial hold to receive parchment



# General guidance

- Consider your goals
  - Are you wanting to complete ASAP? Gain experience (as a TA, doing field work, publications, attending conferences?)
- Work backwards from deadlines (graduation ceremonies, dissertation submission deadlines)
- Exceptions can require a bit of additional work
  - External committee members, Directed Studies courses
- Recognize changes to timelines may happen, and can be a good thing
- Changes to supervision & committee members can add time
- Administrative processes (e.g. confirming committee availability for meetings & defense) can take longer than you anticipate
- Reach out if you need help



# Resources

- Forestry Grad Portal + Gradbook
- Grad Weekly Newsletter
- Your supervisor
- Erica Triggs/Grad Team
- Graduate & Postdoctoral Studies (G+PS)
  - Deadlines – <https://www.grad.ubc.ca/deadlines>

## Grad Weekly: April 20, 2023

Have news to share? Send it to us at [forestry.gradweekly@ubc.ca](mailto:forestry.gradweekly@ubc.ca) by Wed, 4 pm.

Did you know you can read archived issues of the Grad Weekly [here?](#)

[Forestry Event  
& Notices](#)

[Other Events  
& Notices](#)

[Award  
Opportunities](#)

[Employment  
Opportunities](#)

### **IMPORTANT G+PS DEADLINES**

#### **DOCTORAL DEADLINES FOR AUGUST COMPLETION**

**Jun 9** – Doctoral dissertation (and supporting documentation) submitted to Graduate and Postdoctoral Studies for external examination

**Aug 4** – Last Day for Final Doctoral Oral Examination

**Aug 31** – Acceptance of final, approved doctoral dissertation by Graduate and Postdoctoral Studies

**DID YOU KNOW?** | You can look up these deadlines (and more) via the G+PS Deadline Centre website. Visit <https://www.grad.ubc.ca/deadlines>

**Please add these important deadlines to your calendar** to meet completion / graduation deadlines depending on your program. [Deadline details PDF.](#)



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**Thank you & time for questions**

**Next Grad Your Lunch event:**

**November 16: Mental health & well-being**

<https://forestry.ubc.ca/programs/graduate/>

FIND US ON:

