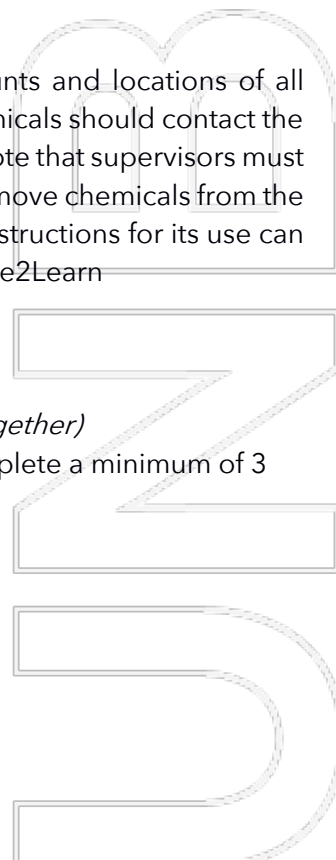


Program Milestones and Timelines Research-Based Students

1. **Safety Orientation** - Your Supervisor is responsible for giving the appropriate training to work safely in the space where you will conduct research. The Departmental Safety Committee will provide WHMIS training and general safety training.
2. **Advisory Committee** - Discuss committee options with your supervisor, normally one faculty member in the same general field of research and another faculty member outside the field of research. Once all members have accepted, meet with your Advisory Committee and complete the **Program of Study** form. *This should be done within the first month of starting your program.*
3. **Keys** - Keys for the building/laboratory spaces can be obtained from the Department's Admin (Angela Carr, Toole Hall, Room 15, angela.carr1@unb.ca). A deposit of \$20 for the first key, plus \$5 per additional key is required, and will be refunded once the keys are returned. After hours building access is requested through Angela.
4. **Annual Progress Report** - School of Graduate Studies (SGS) requires the Annual Progress Report be completed by each student, reviewed by each of the Advisory Committee members and signed by the Director of Graduate studies (DoGS) by Dec 1st. Chemistry also requires the Report of Grad Program Advisory Committee form be completed.
5. **Seminars** - must be scheduled through the Seminar Coordinators. MSc Students will do 1 non-thesis related Seminar plus 1 Departmental Seminar, PhD Students will do 2 non-thesis related Seminars plus 1 Departmental Seminar. Dept Seminars are to be done at least 6 months prior to expected graduation.
6. **Qualifying/Comprehensive Exam** - PhD students are required to pass a Qualifying Exam in the first 16 months of their program. You must arrange your exam one month in advance, you will prepare a written research proposal on your thesis topic.
7. **Chematix** - UNB uses a university wide, searchable, database to track amounts and locations of all chemicals. Any students who work in a lab that will order, store or use and chemicals should contact the Departmental Safety Committee so that they can be entered into the system. Note that supervisors must subsequently assign roles and locations for students, to enable them to add/remove chemicals from the list. The web address for the database is: <https://cheminv.unb.ca/Chematix/> instructions for its use can be found on the *Department of Chemistry Safety Committee "course"* on Desire2Learn
8. **Mandatory Courses:** Students must be registered every term in:
 - CHEM 6997 (MSc thesis) or CHEM 6998 (PhD thesis)
 - CHEM 6010/6020 Seminar course (*register for both Fall & Winter terms together*)MSc students must complete a minimum of 2 courses; PhD students must complete a minimum of 3 courses, not counting the thesis course.



Program Milestones and Timelines Research-Based Students

9. An **Offer of Financial Assistance** is subject to availability for full-time MSc students (first two years) and full-time PhD students (first four years). The recommended minimum per annum stipends are \$20,000 for the M.Sc. and \$21,000 for the Ph.D. program. You should discuss in advance with your supervisor how this may change if you were to win a scholarship or award subsequent to the financial offer.

Note: students are expected to TA 2 units (equals two labs per Fall and Winter terms) as part of the financial offer. Any GRA (Graduate Research Award) is included, not additional to the total.

10. All grad students are expected to follow the **School of Graduate Studies (SGS)** Regulations: "*Failure to maintain registration will be interpreted as withdrawal from the graduate program.*"
<https://www.unb.ca/gradstudies/current/resources/regulations-and-guidelines/regulations/index.html>

11. **UNB Intranet** - Tour the Intranet, be sure to bookmark the 'I Am Student' page:
<https://unbcloud.sharepoint.com/sites/MyUNB/SitePages/take-a-tour-of-myunb.aspx>

12. **UNB Mobile Apps** - Be sure to download the UNB Safe app for campus notifications
<https://unbcloud.sharepoint.com/sites/ITServices/SitePages/UNB-Mobile-Apps.aspx>

13. **Financial Services** Info for students:
<https://unbcloud.sharepoint.com/sites/FinancialServices/SitePages/InfoStudents.aspx>

14. **Contact Information:**

Dr. Gary Saunders, Dean of Science - 453-4841; scidean@unb.ca

Dr. John Neville, Department Chair - 447-3115; jneville@unb.ca

Dr. Gilles Villemure, Director of Graduate Studies - 238-4542; chemdogs@unb.ca

Heidi Stewart, Graduate Studies Coordinator - 458-7488; scigrad@unb.ca

LinkedIn Account - [UNB Faculty of Science Grad Coordinator](#)

