

Program Milestones and Timelines Research-Based Students

1. Establish a **Student Advisory Committee** and meet to complete the Program of Study form within 2 months of beginning your program. MSc = minimum 2 members; PhD = minimum 3 members. Submit the completed **Program of Study** form to the Graduate Studies Coordinator.
2. Complete **Research Proposal** Presentation
Your Advisory Committee should approve your proposal before they schedule the presentation.
 - Within 8 months of beginning an MSc
 - Within 12 months of beginning a PhD
 - Written summary and abstract submitted to Graduate Studies Coordinator 1 week before the presentation

The proposal should include 2-4 page written summary and 25-45 minute oral presentation. Students are responsible for arranging the time and booking the presentation. Notify the Director of Graduate Studies (DoGS) and Graduate Studies Coordinator of your presentation date, time and location booked.

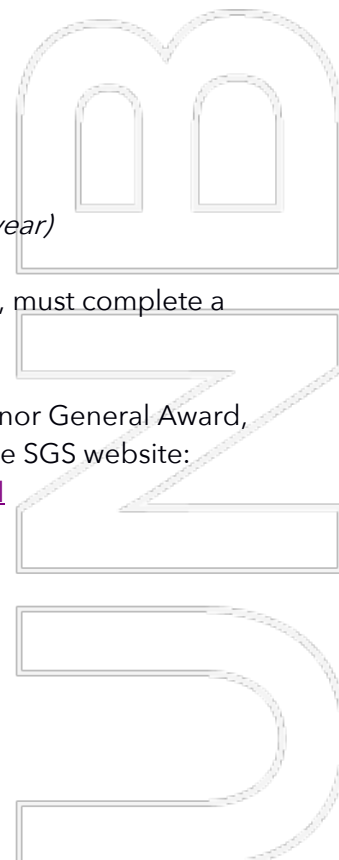
3. **Travel Grants** up to \$500 from the School of Graduate Studies (SGS) may be available for conference participation (not funded for courses or workshops). Limit of 1 per academic year.
4. School of Graduate Studies requires the **Annual Progress Report** be completed by each student; reviewed by each of the Advisory Committee members; signed by the student and DoGS and submitted to the Graduate Studies Coordinator by Dec 1st every year.
5. **Mandatory Courses:** Students must be registered every term in:
 - ESCI 6997 - MSc Thesis OR
 - ESCI 6998 - PhD Thesis

Students should register once per degree for:

- ESCI 6000 - *Precis (recommended to take during first year)*
- ESCI 6900 - *Field Method & Skills (recommended to take during first year)*

MSc students, and PhD students who have not already completed an MSc, must complete a minimum of 4 courses, not counting the thesis course.

6. **Scholarships and awards** are available, such as Wright Scholarship; Governor General Award, NSERC PGS Scholarships and the Larry Mayer Prize. Info is available on the SGS website:
<https://www.unb.ca/gradstudies/current/financial/scholarships/index.html>



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7. 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>
8. **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>
9. **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>
10. **Financial Services** Info for students:
<https://unbcloud.sharepoint.com/sites/FinancialServices/SitePages/InfoStudents.aspx>
11. **Contact Information:**
Dr. Gary Saunders, Dean of Science - 453-4841; scidean@unb.ca
Dr. Karl Butler, Department Chair - 458-7210; kbutler@unb.ca
Dr. Chris McFarlane, Director of Graduate Studies (DoGS) - 458-7211; crmm@unb.ca
Heidi Stewart, Graduate Studies Coordinator - 458-7488; scigrad@unb.ca
LinkedIn Account - [UNB Faculty of Science Grad Coordinator](#)

