

## **Botany MSc Timeline - Quick Guide**

*DISCLAIMER: This Quick Guide is a basic overview of a typical Botany MSc timeline. The guide is meant to complement, not replace, the Botany Graduate Regulations, which describe the following events in greater detail. Graduate students should carefully review the Botany Graduate Regulations and follow up with the Graduate Program Coordinator when questions arise.*

	<b><u>Recommended completion</u></b>
<b>Initial Meeting</b>	Within 3 months
See Graduate Regulation #3	
Meet supervisory committee and discuss research plan	
Consult with supervisory committee about required coursework	
<b>Coursework</b>	
See Graduate Regulation #5	
12 credits required (~4 courses), including BOTA501	
If intend to transfer to PhD, then 9 credits must be 500-level	
<b>MSc Defence of Thesis Proposal</b>	Within 9-12 months
See Graduate Regulation #6	
Submit MSc Thesis proposal to supervisory committee	at least 1 week before Defence
Meeting chaired by Research Supervisor	
Supervisory committee will attend	
Deliver 20 minute oral presentation	
Defend Proposal! Signed forms submitted to Alice upon completion	
<b>OPTIONAL: Transfer to PhD Candidacy Exam</b>	Within 12-18 months
See Graduate Regulation #8	
Ask supervisor and supervisory committee about transferring	
Ensure that coursework requirements are completed	
Ensure that MSc thesis proposal has been defended	
Select 2 external and 2 supervisory examiners	
Contact Graduate Advisor about chairing exam	
Submit Proposed Examiner Form to Alice	Before scheduling the exam
Submit PhD Thesis Proposal to supervisory committee for approval	At least 4 weeks before exam
PhD Thesis Proposal approval forms submitted to Alice	2-4 weeks before exam
Revised and approved PhD Thesis Proposal submitted to all examiners	At least 2 weeks before exam
Exam! Graduate Advisor submits paperwork to Alice	
(If exam isn't passed, student remains in MSc stream)	
<b>Annual progress meetings</b>	At least once every 12 months
See Graduate Regulation #9	
<b>Schedule Exit Seminar (BOTA502) during final year</b>	Schedule this at least 6 months in advance
<b>Defence of MSc Thesis</b>	Generally within 24 months
See Graduate Regulation #10a	
Select 1 external and 2 supervisory examiners	
Submit Proposed Examiner Form to Alice	Before scheduling the Defence
Contact Graduate Advisor about chairing Defence	
Submit MSc Thesis to supervisory committee for approval	At least 4 weeks before exam
MSc Thesis approval forms submitted to Alice	2-4 weeks before Defence
Circulate thesis to all examiners, including external	At least 2 weeks before Defence
Defend MSc Thesis	
Revise MSc Thesis according to examiner recommendations	
Submit revised MSc Thesis to supervisory committee for approval, if required	
Submit Final MSc Thesis to Graduate and Postdoctoral Studies	Generally within 1 month after Defence
<b>Congratulations on completing your MSc Program!</b>	