

Milestones for Completing the Ph.D. program (3–4-years)

YEAR 1: The First 6 Months

- Complete departmental **Form 1A** (attached).
- Complete [Advisor/Student Guidelines \(ASG\)](#) on the Graduate Studies Hub SharePoint site.
- Selection of coursework, begin coursework.
- Complete the Academic Integrity tutorial on UM Learn (Requires registration in GRAD 7500).
 - *Not required if you just finished a UM master's program, so long as it hasn't been more than one term.*
- Complete the Research Integrity tutorial on UM Learn (Requires registration in GRAD 7300).
- Selection of research topic.
- Research Ethics Board approval and other approvals for access from outside agencies as needed.
- Selection of Advisory Committee and first meeting.
- Advisory Committee signs the [Ph.D. Program of Study and Appointment of Advisory Committee](#); submit to the Graduate Program Assistant for department signature and submission to the Faculty of Graduate Studies (FGS).
- Initiation of literature review and thesis proposal.

YEAR 1: The Last 6 Months

- Complete departmental **Form 1B** (attached) by 12 months.
- Thesis proposal approved by the Advisory Committee (within 12 months).
 - Submit a copy of the approved proposal to the Graduate Program Assistant for filing.
- Advisory Committee signs the [PhD Thesis Proposal form](#); submit form to the Graduate Program Assistant for departmental signature and submission to FGS.
- Continuation of coursework
- Begin data collection.
- Meet with Advisory Committee and complete the annual [Progress Report](#) form.

YEAR 2:

- Continuation of data collection and coursework.
- Meet with Advisory Committee for approval of Candidacy Exam topic.
- Begin preparing for the Candidacy Exam.
- Complete Candidacy Examination (no later than one year prior to expected graduation).
- Advisory Committee signs the [Report on PhD Candidacy Examination form](#); submit form to the Graduate Program Assistant for departmental signature and submission to FGS.
- Meet with Advisory Committee and complete the annual Progress Report (as above).

YEARS 3-4:

- Meet with Advisory Committee to determine if research goals have been met and establish consensus with remaining goals and completion of annual progress report (as above).
- Check [FGS deadlines for graduation](#) and plan for completion of thesis accordingly.
- Complete departmental **Form 1C** (attached).
- Review official Student History (available through Aurora under Student Records) to ensure all course requirements are completed and reported accurately.
- Completion of data collection and analyses.
- Meet with Advisory Committee to obtain approval to write thesis.
- Writing of thesis and research manuscript; have thesis vetted by Advisor.
- Advisory Committee and Department Head sign the [Approval to Proceed to PhD Thesis Examination form](#) prior to the submission of thesis to FGS for internal and external distribution.
- Oral examination and public defense of thesis
- Further revisions (if applicable), revisions approved by the advisor.
- Submission of the final thesis to Submission of the final thesis to [MSpace](#) before the graduation deadline.

FORM 1A

This form must be completed upon commencement of the PhD program in the
Department of Food and Human Nutritional Sciences

Student Name:	
Student Number:	
Advisor(s):	
Program Start Date (mm/yyyy):	

(Section below to be completed by the Advisor)

General Research Area:

Financial support (type, amount, and length of support, if any):

Advisor's academic plan for the four-year period (i.e., plans for research study leave or leave of absence):

If a leave is anticipated, will an alternate faculty member be designated to assume advising capacity? If so, please provide your plan.

Upon completion of Form 1A, obtain signatures below and submit the form to the Graduate Program Assistant. Failure to submit this form may result in being denied access to registration.

Student

Advisor

Co-Advisor

Date_____

Date_____

Date_____

FORM 1B

This form must be completed within 0-12 months from the date of admission into the PhD program in the Department of Food and Human Nutritional Sciences.

Note: A written thesis proposal followed by an oral presentation by the student must be assessed and approved by the Advisory Committee within 12 months of commencing the program.

Student Name:	
Student Number:	
Advisor(s):	
Program Start Date (mm/yyyy):	

PLEASE CHECK BOXES BELOW TO INDICATE COMPLETION:

Selection of Advisory Committee (list members below and include their primary department):

Selection of required courses (list below) and initiation of coursework

The coursework requirement will consist of a minimum of 6 credit hours at the 7000 level. Of these credit hours, 3 will consist of the seminar course (FOOD 7130, 3CH or HNSC 7200, 3 CH). Further coursework may be required at the advisory committee's discretion.

Students transferring into the Ph.D. program from the M.Sc. program require an additional 6 credit hours, of which 3 credit hours are required in FOOD or HNSC courses (7000 level), so that the total number of credit hours in coursework is 18.

Course	Credit hours	Term offered
HNSC 7200 or FOOD 7130 (required)	3	
	3	

FORM 1B

- Presentation of thesis proposal to Advisory committee
(obtain committee approval for proposal and submit signed copy of proposal to the Graduate Program Assistant.)
- Preparation of a timeline that incorporates coursework, planned research, and thesis writing within a 3-4-year time frame *(This timeline will be used to evaluate progress at monthly meetings between the student and advisor).*

Describe below:

FORM 1B

Upon completion of Form 1B, obtain signatures below and submit form to the Graduate Program Assistant. Failure to submit this form may result in being denied access to registration.

Note: Submission of the Faculty of Graduate Studies Annual Progress report to the Chair of the Graduate Studies Committee is normally due in June of each year, regardless of term in which program was started, and is in addition to submission of this form to the Departmental Graduate Studies Committee at the specified times.

<i>Student</i>	<i>Advisor</i>	<i>Co-Advisor</i>
Date _____	Date _____	Date _____

Committee Member

Date _____

Committee Member

Date _____

Committee Member

Date _____

Committee Member

Date _____

FORM 1C

This form must be completed within 24-36 months from the date of admission into the PhD program in the Department of Food and Human Nutritional Sciences

Student Name:	
Student Number:	
Advisor(s):	
Program Start Date (mm/yyyy):	

PLEASE CHECK BOXES BELOW TO INDICATE COMPLETION:

- Review official Student History (available in Aurora, Student Records) to ensure all course requirements are completed and reported accurately.
 - Completion of data collection and analysis.
 - Meet with Advisory Committee to obtain approval to write thesis.
 - Initiate writing up of thesis and research manuscript.
 - Check deadlines set by the Faculty of Graduate Studies for graduation.
-

Upon completion of FORM 1C, obtain signatures below and submit form to the Graduate Program Assistant

<i>Student</i>	<i>Advisor</i>	<i>Co-Advisor</i>
Date _____	Date _____	Date _____

Committee Member

Date _____

Committee Member

Date _____

Committee Member

Date _____

Committee Member

Date _____