

## Before you begin:

- Think of a topic
- Check your qualifications against the course admission requirements
- Speak to potential supervisor(s) & college
- Get your documents together
- Complete the application form
- College to submit to Research Committee
- Accept offer of enrolment

## The first 3 months

- College & GSR induction
- Initial meeting with supervisors
  - Complete the "Supervisor-Candidate Expectations & Communication Preference" document
- Complete research and dissemination plan
- Determine resources
- Keep a log of your work. Save daily drafts of writing in a dated separate file (e.g., "Chapter 1 260814") and log AI usage
- Consider potential examiners
- Investigate potential internship

## The first 12 months onwards

- Monthly Sit Down and Write Sessions (including HDR skills sessions)
- College research seminars (candidates must present at least once after CoC)
- Annual Progress Report (APR)
- HDR Conference
- Scholarly societies
- Potential conferences

## Confirmation of Candidature (CoC)

- Research Proposal
- (Revised) Research & Dissemination Plans, Internship Agreement (if appropriate)
- Confirm resources
- CoC Portfolio to Advisory Panel
- Present to Advisory Panel and respond to questions
- Response to Panel and updated Portfolio
- Submit Portfolio to Research Committee (may need further revision)



## Ethics Protocol (for Human Participant Research)

- Prepare along with CoC material
- Submit to Ethics Committee (HREC) after Research Committee has approved CoC
- There will be revisions required!
- Aim to revisions as soon as possible and resubmit to HREC
- May need further revisions and/or meeting with members of HREC

## When things go wrong

- Keep your supervisor (and registrar) informed
- Seek professional help, if necessary
- Understand your options for suspension, leave of absence and extension
- Speak to Postgrad Coordinator, Research Integrity Advisor (RIA) or Research Office, as necessary

## The end is in sight

- Submit Notice of Intention to Submit (NOITS) three months prior to expected thesis submission
- Carefully proofread and submit your thesis (and Portfolio for DMin). Thesis uploaded to TurnItIn
- Present to Submission Panel and respond to questions
- Celebrate and be prepared to wait!
- Validated thesis to be sent to examiners

## Examination and Completion

- Examiners' reports
- Supervisor's response
- HDR Examination Panel (HDREP)
- Research Committee
- Corrections (or Revise and Resubmit)
- Conferral by Academic Board

## Graduation

- Hardbound copies
- Thesis repository form
- Citation
- Graduation ceremony

