

Timeline for Completion of Requirements

Brain, Behaviour and Cognitive Sciences, York University

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Please send corrections or suggestions to rfm@yorku.ca.

Calendar of Deadlines

Welcome to the Brain, Behaviour and Cognitive Sciences Area of the Graduate Programme in Psychology, York University. The MA and PhD have a number of requirements and deadlines. This guide will help keep you on track. However, this is only a brief outline. For further information, please consult the Graduate Programme in Psychology Handbook or head to our website, www.yorku.ca/health/psyc/graduate/graduate.htm.

General Milestones (applies to all levels)

Date		
Aug	15	If you are applying for federal and/or provincial scholarship applications, then you should -Order transcripts now from your undergraduate university -Request reference letters -Applications are online mid-August, what do you have to lose?
Sept	Week 1 or 2	BBCS Area Welcome Event. Meet your fellow students and BBCS faculty!
Sept		TA Day, TA duties begin. Meet with the professor to fill out the workload form (available in room 209 BSB), submit to room 209 BSB by September 30.
Oct	Mid-month	Submit completed OGS, NSERC and CIHR applications to graduate office.
Jan	31	Applications for TAships due.
April	Mid-month	Meet with supervisory committee
April	Mid-month	BBCS Day! Have your 10-minute presentation ready!
April	Mid-month	Provide an updated CV and a completed Progress Report Form to the Area Coordinator

MA Checklist

Year	Month		Completed?
1	Jan	Submit draft thesis proposal to your supervisor – 3500 words max!	
1	Feb	Draft copy of proposal should be returned to you with revisions – if not, talk to your supervisor.	
1	Feb	Talk to your supervisor about setting up your committee (only need 1 other faculty member)	
1	Feb-Mar	Revise and resubmit your proposal to your supervisor. Be aware that several revisions may be required.	
1	Mar	Finalize supervisory committee. Submit form to Dean's office.	
1	Mar	Submit final draft of thesis proposal for approval by your supervisory committee	
1	Mar	Prepare ethics package for submission to the Faculty of Graduate Studies (FGS). Forms required include: A Thesis and Dissertation Submission Form, A Human Participants Research Protocol Form, including an Informed Consent Document, and a Checklist for Researchers – all forms are available in the Psychology Graduate Office. Approval typically takes 4-6 weeks.	
1	Apr	Submit final approved proposal with ethics package to the Faculty of Graduate Studies with the proposal approval form signed by your committee.	
1	Apr	Complete MA course requirements	
1	May	Work out a timeline with your committee regarding deadlines so that you are sure to defend by the end of MA 2.	
1	May	You should now be collecting data for your thesis!	
2	Sept	You should now be analyzing the data for your thesis!	
2	Jan	You should now be writing your thesis!	
2	Apr	Submit complete first draft of thesis to your supervisor.	
2	May	BBCS faculty meeting to review graduate student progress. Recommendations on whether to approve MA2 candidates for admission to the PhD programme will be made.	
2	Jun - Jul	Revise and resubmit thesis. You will likely go through many revisions before it is ready to go to your committee. Plan your time accordingly.	
2	Aug	Submit the completed thesis draft to your committee once your supervisor has approved it.	
2	Aug	Once your committee approves the thesis, have them sign the oral defense form indicating that you are ready to defend your thesis. You must submit this form to Graduate Studies 3 weeks prior to you defense date. Find a date that will work for your committee before submitting the form.	
2	Aug	If you require provisional status, a letter must be sent to the Psychology Graduate Office by each of your thesis committee members stating you will be defending by Fall of Ph.D.1. This will only be done in exceptional circumstances. These letters must be sent by August 15th.	
2	Sept	Once you have completed your M.A. thesis defense and all coursework, you may apply for Ph.D. status. Approval must be obtained from your supervisory committee, the area coordinator and the graduate director. The form is available from the Psychology Graduate office (BSB 296).	

PhD Checklist

Year	Month		Completed?
1	Oct	Choose research topic for minor paper, in consultation with supervisor	
1	Nov	Identify 2 faculty members to form minor paper committee	
1	Dec	Obtain Graduate Programme Director's approval for minor paper research topic.	
1	Jan	Submit brief minor paper proposal for committee's approval.	
1	Feb	Complete minor paper proposal submissions form. If the proposed work involves original empirical research, prepare complete ethics package for submission to FGS.	
1	Mar	Minor paper research should be underway.	
1	Apr	Finalize supervisory committee (submit form to Dean's office).	
1	May	Submit complete draft of minor paper to your minor paper committee.	
1	Jun - Jul	Revise and resubmit minor paper. You will likely go through several revisions before it is approved.	
1	Aug	Submit final minor paper, approved by committee, and associated forms to the Programme Office.	
2	Dec	Submit draft thesis proposal to your supervisor – max 3500 words!	
2	Jan	Draft copy of proposal should be returned to you with revisions – if not, talk to your supervisor.	
2	Feb - Mar	Revise and resubmit your proposal to your supervisor. Be aware that several revisions may be required.	
2	Apr	Complete PhD course requirements	
2	Apr	Submit final draft of thesis proposal for approval by your supervisory committee	
	Apr	Prepare ethics package for submission to the Faculty of Graduate Studies (FGS). Forms required include: A Thesis and Dissertation Submission Form, A Human Participants Research Protocol Form, including an Informed Consent Document, and a Checklist for Researchers – all forms are available in the Psychology Graduate Office. Approval typically takes 4-6 weeks.	
2	Apr	Submit final approved proposal with ethics package to the Faculty of Graduate Studies with the proposal approval form signed by your committee.	
2	June	Your thesis research should be well underway!	
3	Sept	Work out a timeline with your committee regarding deadlines so that you are sure to defend by the end of PhD 5.	
3	May	You should now be analyzing the data for your dissertation!	
4	Sept	You should now be writing your dissertation!	
5	Sept	Submit complete draft of dissertation to your supervisor.	
5	Oct - Mar	Revise and resubmit dissertation. You will likely go through several revisions before it is ready to go to your committee. Plan your time accordingly.	
5	Apr	Submit the completed thesis draft to your committee once your supervisor has approved it.	
5	May	Once your committee approves the dissertation, have them sign the oral defense form indicating that you are ready to defend your dissertation. You must submit this form to Graduate Studies 3 weeks prior to you defense date. Find a date that will work for your committee before submitting the form.	
5	Jul	Defend dissertation. Schedule time for making required revisions (typical outcome of dissertation defense).	