

CHS PROGRAM PROGRESS - PhD

It is the responsibility of both the student and the supervisor to be familiar with the requirements as laid out on the [CHS website](#). While this checklist does not need to be submitted as part of your program requirements, it is recommended that student and supervisor meet regularly to ensure program requirements are up-to-date.

REQUIREMENTS – PRE-CANDIDACY (MDCH program deadline to complete Candidacy is 24 months)	
	Student/Supervisory Memorandum of Understanding (due by the end of the 1st month of program)
	Intellectual Property Awareness Checklist (due by the end of the 1st month of program)
	Emergency Contact Form (due by the end of the 1st month of program)
	Supervisory Committee Set up (due within the first 3 months of program)
	Initial Supervisory Committee held (Minutes, approval of minutes and Progress Report submitted) (Must hold a minimum of 2 committee meetings within the first year of program)
	Supervisory Committee Meetings held (Minutes, approval of minutes and Progress Report submitted) (Must hold a minimum of 2 committee meetings within the first year of program; at least 1 per year in subsequent years)
	Academic Plan and Course Approval Form (due within the first 6 months of program)
	Thesis Proposal draft submitted to committee for review (draft should be submitted within the first 12 months of program)
	Research Integrity Day attended (Must attend RI day within the first year of study)
	Attendance at mandatory seminars/journal clubs, if required by specialization
	Thesis Proposal Approval Form (Must be submitted no later than 3 months prior to proposed Candidacy date)
	Ethics submitted and proof of submission provided to GPA (Submission letter must be provided when it is received)
	All course work is completed as per the specialization competency and academic plan
	Candidacy Concept Map, Reading List and other preparation documents submitted (should be submitted 3-4 months prior to proposed candidacy exam)
	Annual Progress Report, initiated by the student on May 1 of each year (Student and Supervisor portions must be submitted to GPD before May 31)
	Candidacy Exam completed – review CHS Candidacy document for complete timeline (recommended to be completed within 24 months of program start, maximum time is 28 months)

REQUIREMENTS – POST-CANDIDACY	
	Supervisory Committee held (Minutes, approval of minutes and Progress Report submitted) <i>(Must hold a minimum of 2 committee meetings within the first year of program)</i>
	Permission to Write form <i>(To be submitted once all research is complete)</i>
	Applied for Convocation
	Permission received from Supervisory Committee to defend <i>(emails confirming this must be submitted to program)</i>
	Ethics Certification <i>(Ethics certification from CHREB must be submitted to the program)</i>
	Attendance at mandatory seminars/journal clubs, <i>if required by specialization</i>
	Annual Progress Report, <i>initiated by the student on May 1</i> <i>(Student and Supervisor portions must be submitted to GPD before May 31)</i>