



Preparing for Completion: Timelines and Tips for Success

Helen Titchener, PhD
GRS HDR Completions Coordinator

Review the Pre-Completion Milestone

- ✓ Once mid-candidature is achieved, start planning for pre-completion
- ✓ Do you know where to find relevant information?
 - ✓ Visit [milestone management](#) on the GRS website, and the
 - ✓ Seminar [Guidelines](#) and evaluation [form](#)
- ✓ Meet with your entire advisory team soon after mid-candidature to go through requirements and discuss expectations and strategies

Be Prepared:

- ✓ Make certain you understand what you need to do, and when; create a completions timeline (more on this later ...)
- ✓ Revisit the Candidate/Advisor Agreement early in this phase
- ✓ Know your advisors' expectations of you, and vice versa!
- ✓ Clarify how review of thesis will be done, and specifically the role of members of the advisory panel in that process
- ✓ Schedule more regular meetings
- ✓ Discuss who will review which parts of your work and factor reasonable times into your plan

Things to consider ... preparation of the thesis

- ✓ Revisit the planned thesis structure
- ✓ Consider whether research plans need modifying to bring the thesis to a timely conclusion
- ✓ Be familiar with the Thesis Submission and Examination requirements (see [Thesis Submission and Release Form](#))
- ✓ Ensure all ethics clearance, IP agreement, and data management requirements are addressed
- ✓ Factor in time for professional editing if needed
- ✓ Discuss nomination of examiners

Pre-Completion Seminar:

- ✓ Schedule the Pre-Completion Seminar at least three months prior to your planned submission date
- ✓ Timing of the seminar is about finding the balance between having a draft that is sufficient for review by the panel and leaving enough time to make necessary revisions.
- ✓ You should aim for a complete draft at this point. It doesn't need to be polished, but it does need to give the panel something substantial to work with

Incorporate Feedback and GetPhinished!

- ✓ If you're more or less 'on time', you'll have around three months to incorporate all the feedback and polish your thesis
- ✓ Schedule a time with your advisors soon after your seminar to discuss feedback from the panel and plan how it will be dealt with
- ✓ Again! Revisit timelines and responsibilities for the next phase of reading and responding to drafts

While you Wait

- ✓ Think about your future publications
- ✓ Talk to your research partners/participants about your findings
- ✓ Think about your future career options – with new employers or your current one
- ✓ Have some fun

After Examination of the Thesis

- ✓ Responding to Examiner Reports can take 3 weeks to a year depending on examiner recommendations (see Framework for details)
- ✓ Develop a timeline to address comments and make changes
- ✓ Discuss responsibilities of advisory team members as appropriate
- ✓ Keep holding regular meetings to ensure timelines are met

Final thoughts

- ✓ Regularly revisit timelines and adjust as necessary – e.g., where your advisor’s workload might impact feedback on drafts
- ✓ Consider whether the Progress Support Strategy might be helpful to provide a highly structured approach
- ✓ **Seek advice and help** when you need it – ADREs, GRS, others
- ✓ Revisit the [GetPhiniseD](#) document regularly for more tips