

**Ph.D. Programme
in Urban Planning, Policy, and Design**

**HANDBOOK OF REQUIREMENTS
AND POLICIES**

**School of Urban Planning
Faculty of Engineering
McGill University**

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Note: This presentation of the programme has been translated from the French version, as approved by the Ministry of Education. The version of record is in Chapter 3 of the document 'FR_PhD Urban Planning_McGill_April 2019_JN.pdf', including any subsequent modifications approved by the School of Urban Planning and/or the Faculty of Engineering's academic committees.

1. PROGRAMME OBJECTIVES

The general aim of the programme is for students to *develop the research and teaching skills of urban planners and policymakers* to enable them to assume leadership positions at top universities, in governmental agencies, and in non-governmental organisations.

The formal statement of objectives of the Ph.D. programme reads as follows:

The Ph.D. programme in Urban Planning, Policy, and Design (UPPD) in the School of Urban Planning (SUP) aims to prepare students to conduct high-quality interdisciplinary research and teaching in several fields including urban planning, urban design, the management of urban areas, and in broader issues of urban policy, in North America and international contexts.

2. ACADEMIC STRUCTURE AND REGULATIONS

2.1. Programme overview

The nominal duration of the programme is four years: two years for coursework, comprehensive examinations, and thesis proposal, followed by two years for research and writing. In some cases, research and writing start during the first phase as students start working on discrete elements of their thesis work as part of their coursework or as part of research assistantships.

In their first year of study, students will take all their required courses in theory, methods, and substantive areas of interest. In exceptional cases, a student may take one or two extra courses in the second year of study to specialise further. Students who are in their first year of their studies will meet in doctoral seminars to discuss questions of research design and methodology and to exchange with professors and fellow students about their ongoing research. Students in their subsequent years beyond year one will present their research annually as part of the doctoral seminars and participate in other school activities designated for PhD students. Students are expected to have passed their Comprehensive Examination and to have defended their Doctoral Research Proposal **within 32 months** of having first registered in the Ph.D. programme.

2.2. Programme administration

The programme is administered by a School of Urban Planning **Graduate Programme Director (GPD)**, who has the support of the School's **Graduate Programme Coordinator (GPC)**, who is also the **Administrative Student Affairs Coordinator**. The GPD ensures that all procedures for admission, supervision, and graduation are followed; this individual is also the contact person for Ph.D. students who have questions or concerns about their degree programme. Finally, the GPD acts as the official liaison between the School and Graduate and Postdoctoral Studies (GPS) and makes sure that mandatory annual Graduate Research Progress Tracking forms and other documents are submitted in a timely manner.

2.3. Application and admission requirements

Students who wish to be admitted into the programme do not apply to an individual professor but to the School of Urban Planning. The selection of qualified applicants is done by consensus among all professors on the basis of two criteria: on the one hand, the promise of excellence as conveyed by the application documents and, on the other hand, the desire and ability of a professor to take on supervision of the applicant's proposed work.

An applicant will, in general, have had prior contact with the professor with whom they wish to work, during conferences, courses, School visits, or other occasions. Applicants will therefore indicate the professor with whom they wish to work (the one possessing requisite expertise). In exceptional cases an individual may have applied for admission without having discussed it previously with a faculty member; it is possible that, in the light of the applicant's dossier and of a certain professor's projects, that professor may wish to supervise the applicant. In such cases, interviews will be conducted with the applicant via phone, Microsoft Teams, or Zoom, and where, as a general rule, the GPD and the (possible) supervisor will be present. These interviews are designed to better know and evaluate the applicant.

All applications must be submitted by 15th January of the calendar year in which the prospective student wishes to be admitted. Admission is normally granted for the fall term though it may be granted for the winter term in exceptional cases.

The application must contain a statement of research objectives, a CV, two writing samples (which, when combined, must not exceed 60 pages), three letters of recommendation from academic supervisors, and transcripts for the complete university-level academic record to date, including transfer credits, student exchanges and ALL programs (complete, incomplete, and/or in progress).

To qualify for admission, applicants must have a Master's degree in urban planning or a related field (Architecture, Civil Engineering, Environmental Studies, Geography, Urban Studies), with a CGPA of 3.0 or more. Once admitted, students whose Master's degree was only one year in length will start the programme at the level of Ph.D.-1: together with students whose two-year master's degree was not in urban planning, they will be asked to take additional courses prior to taking their **Comprehensive Examination** (see below).

2.4. Student supervision and evaluation

University regulations stipulate the following conditions for supervising a Ph.D. student:

- Only full-time professors, occupying tenure-track faculty positions or having attained tenure, may supervise doctoral theses.
- When a Research Supervisor retires, they can no longer act as sole supervisor, but may act as co-supervisor.
- Adjunct and emeritus professors may only act as co-supervisors.

Ph.D. students work initially under the guidance of an **Advisory Committee**, which is formed upon their admission to the programme. This committee will consist of the **Research Supervisor** (the Chair of the Advisory Committee), who must be a SUP faculty

member or an Associate Member, and at least two—but no more than four—other members, **at least one of whom** must be a SUP faculty member and **at least one of whom** must be external to SUP.

The Advisory Committee may include honorary faculty, adjunct faculty, off-campus professionals, and faculty members from other universities. Unless otherwise approved, the majority of the committee members must be from McGill University.

The role of the Advisory Committee is to provide intellectual guidance and support in the initial phases of the Ph.D. programme, to assist in developing an appropriate programme of studies (including the number and types of courses to be taken), to design and to evaluate the student's Comprehensive Examination, and to periodically review the student's progress in the programme.

The Advisory Committee is proposed by the student's Research Supervisor in consultation with the student, and is approved by the School of Urban Planning. The student should feel comfortable with the Advisory Committee: if this is not the case, the student may approach the Research Supervisor and, with the approval of the GPD, the appropriate course of action will be determined.

Following successful completion of the Comprehensive Examination, a **Research Committee**, composed in the same way as the Advisory Committee, will be formed. This committee is proposed by the student's Research Supervisor after consultation with the student. The student therefore participates in setting up the Research Committee and should feel comfortable with it. If this is not the case, the student may approach the Research Supervisor and, with the approval of the GPD, make the necessary changes.

While the membership of this committee may be identical to that of the Advisory Committee, a formal review of the committee membership will be conducted at this stage to ensure that faculty with a particular interest and expertise in the student's research area are available to guide the research. The Research Committee will oversee the preparation of the **Doctoral Research Proposal** (see below), the conduct of doctoral research, and the writing of the thesis.

After the completion of the thesis, an **Oral Defence Committee** (see below) is composed for the sole purpose of overseeing the **Doctoral Oral Defence**.

Students and their Advisory Committee are required to complete the Graduate Research Progress Tracking form on an annual basis, on a timetable set by the GPD.¹ Students and supervisor(s) are expected to have a letter of understanding drafted during the first three months of the first year in the Ph.D. programme outlining their study plan and expectations.

2.5. Academic regulations and length of programme

Students who have earned a two-year Master's degree in urban planning enter the programme as Ph.D.-2 students. They are required to be in residence on a full-time basis for two years following first registration in the programme (Ph.D.-2 and Ph.D.-3). Furthermore, they must be registered on a full-time basis for at least one year after completion of the

¹ See <https://www.mcgill.ca/gps/students/progress-tracking>

residency requirement (*i.e.*, during their Ph.D.-4 year) before being able to continue as ‘additional session’ students until completion of the programme.

Students in the programme are expected to complete their Comprehensive Examination and defend their Doctoral Research Proposal **within 32 months**, and to successfully complete all programme requirements within six years of entering the Ph.D. programme (*i.e.*, by the end of their Ph.D.-7 year).

If a student’s Master’s degree has not been awarded by the time of the first registration in the Ph.D. programme, or if the Master’s degree is deemed not to be equivalent to a two-year McGill Master’s degree, the student is admitted at the Ph.D.-1 level and the residency requirement is increased to three years.

Complete regulations pertaining to residency and time limitations and to the evaluation and grading of the Comprehensive Examination, the Doctoral Research Proposal, and theses (including written essays and/or oral defences) are set by the University ².

3. REQUIRED ACADEMIC ACTIVITIES

3.1. Coursework

Every student must take courses worth at least 18 credits. Only one reading course may be included in this minimum requirement. The Advisory Committee may raise the requirement up to 24 credits in order to meet the specific needs of the student. With approval of their committee, students may elect to take a greater number of courses than is required, but in no case will the number of credits exceed 30.

3.1.1. Required courses—9 credits

URBP 612—*History and Theory of Planning* (3 credits)—A review of major questions, theories, movements, and practices in urban planning. This content of this course is the School’s responsibility. Students who have already taken URBP 612 at McGill’s School of Urban Planning may replace this course with another three-credit 600 level course. The replacement course may not be a reading course.

URBP 701—*Doctoral Comprehensive Examination* (0 credits)—Development and presentation of material central to the student’s thesis research, with written and oral components; see section 3.2 below.

URBP 703—*Doctoral Research Seminar 1* (3 credits)—Exploration of concepts and methods pertinent to the development of the thesis research and reading list for the Comprehensive Examination.

URBP 704—*Doctoral Research Seminar 2* (3 credits)—Discussion of selected topics in theory and methodology with continued development of thesis project proposal and comprehensive exam reading list.

² See for time progression: <https://www.mcgill.ca/gps/students/registration/progress/phd-program-progression>

URBP 709—*Doctoral Research Proposal* (0 credits)—Development of the detailed proposal for the thesis research, with written and oral components; see section 3.3 below.

3.1.2. Complementary courses—6 credits

One course in advanced research methods (3 credits): This course, the purpose of which is to help the student develop advanced research skills for the thesis, should preferably be at the 600 level or higher. It may be taken in any academic unit at McGill or another university, subject to the approval of the GPD or, in case this person is the student's Research Supervisor, the School's Director.

One course in advanced theory (3 credits): This course must be selected to help the student develop a solid theoretical framework for the projected research. It should preferably be at the 600 level or higher; it may be taken in any academic unit at McGill or at another university, subject to the approval of the GPD or, in case this person is the student's Research Supervisor, the School's Director.

3.1.3. Elective(s)—minimum 3 credits, or more if the Advisory Committee so decides

The purpose of an elective course is to help the student to develop expertise in disciplines and methodological approaches that are relevant to their area of research and to prepare them to write the Comprehensive Examination, Doctoral Research Proposal, and Thesis. Students may select electives, including reading courses, in consultation with their Advisory Committee. These courses must be at the 500 level or higher. They may be taken in any academic unit at McGill or at another university, subject to the approval of the GPD or, in case this person is the student's Research Supervisor, the School's Director.

The Advisory Committee may require that the number of electives be increased to improve the student's preparation in certain areas. Other courses may be added with the approval of the Advisory Committee. In general, however, students will be asked to limit their elective coursework to nine (9) credits. In no case will they be allowed to take more than 15 credits in elective courses.

Up to two reading courses may be taken, although only one may be included in the minimum 18 credits of coursework. A reading course is taken when no appropriate course is available and is (at least) equivalent to a three-credit course in terms of workload. Procedures for reading courses are outlined in the Reading Course guidelines.

3.1.4. Ph.D.-oriented workshops, exchanges, and research training

Students are expected to participate, on an ongoing basis, in School-organised events, workshops, and exchanges. Students should do their best to attend these events. Students should anticipate giving at least one presentation—open to Faculty and other students—on their research (*i.e.*, proposal, progress, and/or results) each year, these will be organized as part of PhD seminar 1 or 2 activities.

In addition, each student is linked formally to at least one faculty-led research project to which they are expected to contribute and produce. This is an important form of training and provides an opportunity for mentoring and peer support. Since the first year (or two)

of the program entails coursework, expectations for research inputs during the academic year will be adjusted. Contributing to these projects in the summer is expected. Details of expectations should be part of the Letter of Agreement and Plan of Study documents prepared at the commencement of studies. Should a student wish (a) to work with other faculty members than the assigned supervisor, (b) to take on contracted work, and/or (c) to do a professional internship, the proposed activity should be discussed with the supervisor and approved by the GPD.

3.1.5. Special provision for students entering the programme in Ph.D.-1

For students who enter the programme in Ph.D.-1 instead of Ph.D.-2, the minimum number of credits of coursework required remains 18, but the Advisory Committee may raise the requirement to 36 credits. It would be considered exceptional for a student to enter at the Ph.D.-1 level and to complete only 18 credits of coursework.

3.1.6. Course selection

Although it is possible to satisfy Ph.D. requirements by only taking courses given at the School, all students are encouraged to diversify their studies by registering courses in other units.

3.2. Comprehensive Examination

The Comprehensive Examination is governed by university regulations set by Graduate and Postdoctoral Studies.³ Ph.D. students are expected to register for URBP 701—*Doctoral Comprehensive Examination* (0 credits) **within 12 months** of entering the Ph.D. programme at the Ph.D.-2 level, *i.e.*, no later than in the Fall of Ph.D.-3. The Comprehensive Examination gives the student the opportunity to demonstrate mastery of two fields of inquiry in which the thesis work will be situated.

The first part of the demonstration lies in a written **Statement of Examination Fields** (see 3.2.1 below), in which the student briefly describes the fields in question and outlines the relevant academic literature. The second part of the demonstration is a **Written Examination** (see 3.2.2 below), in which the student writes essays in response to two questions within a limited time period along with an oral defence. At the same time, the Comprehensive Examination is also an opportunity for the School to consider the appropriateness of a Ph.D. as the best degree programme for the student. Failure to complete the Comprehensive Examination **within 28 months** of first registration in the programme will also prompt a critical review of the student's performance.

3.2.1. Statement of Examination Fields

The student must prepare a written statement, which should be 1,000 to 3,000 words in length (exclusive of the reference list), outlining the two fields of knowledge and the relevant literature that will form the foundations of the thesis research on which the

³ See <https://www.mcgill.ca/gps/students/comprehensive-exams>

student will be tested in the Comprehensive Examination. It assists the Advisory Committee in specifying, and limiting, the scope of the examination questions. The written statement is shared with the Advisory Committee once the Research Supervisor is satisfied with its quality. It will be shared at least two weeks before the written comprehensive examination is scheduled to commence.

The Statement of Examination Fields shows that the student understands the theoretical and methodological issues that are being debated in these fields. The first field should be defined broadly, as general backdrop for the thesis research. The second field should be defined more narrowly, as a basis for the Doctoral Research Proposal itself. For example: for a thesis on the use of land-use regulations to promote urban resilience in the face of climate change, the fields could be 'physical planning and land-use regulation' and 'planning for climate-change adaptation and mitigation'; for a thesis on the impact of new suburban train lines on women's access to jobs, the fields could be 'land-use and transportation planning' and 'gender equity in transportation planning'; for a thesis on community-based strategies for improved sanitation in Pakistani cities, the fields could be 'infrastructure policy and planning' and 'grassroots planning in developing countries'.

3.2.2. Written Examination

Students will receive two series of questions for the Comprehensive Examination, one for each field. They will choose from each series the question that they prefer to answer; the other questions may be raised by the members of the Advisory Committee during the oral portion of the examination. Responses to the two questions must be written up in the form of scholarly essays, with proper citations, that are between 7,000 to 10,000 words in length (exclusive of references). The student has 30 days to write the two essays but may elect to submit them within a shorter time span.

The essays will be evaluated by the members of the Advisory Committee within one month of their submission. If the Advisory Committee is satisfied that the student has demonstrated a satisfactory level of theoretical and methodological command of the fields of study, it will call for the **Oral Examination** to take place. If logistically feasible, this will be scheduled between five to eight weeks (but no sooner than two weeks) after submission of the written comprehensive examination.

3.2.3. Oral Examination

The purpose of the Oral Examination is to discuss the essays submitted in the Written Examination and, in particular, to address the weaknesses that may have been found therein. It is also an opportunity to discuss questions posed in the Written Examination but not addressed in the two essays, and to consider the links between the essays and the future Doctoral Research Proposal (see below).

If both the written and oral portions of the Comprehensive Examination are deemed satisfactory, or if the student's performance in the Oral Examination makes up for weaknesses noted in the Written Examination, the Advisory Committee will issue a passing grade, the student will advance to **Candidacy**, and steps will be taken to form the Research

Committee (see section 2.4 above). See 3.4.1. below for cases where the examination is not deemed satisfactory.

3.3 Doctoral Research Proposal

At McGill, the examination of the Doctoral Research Proposal is specific to each Department or School. The Doctoral Research Proposal must demonstrate that the candidate is capable of designing an original research project and possesses the necessary research skills to complete the work entailed. It should normally be 6,000-10,000 words in length and follow the format for SSHRC, NSERC, or IDRC Ph.D. fellowship applications.

The Doctoral Research Proposal should provide a justification for the research topic (the *problématique*), review the relevant literature, and identify research gaps. It should then proceed to discuss the research objectives and questions, the proposed theoretical approach and framework, the research methods to be employed for data gathering and analysis, the expected contributions to knowledge and practice, the limitations of the research, and the timing of research activities. Special problems that may be anticipated should be noted, and a way of addressing them should be proposed. The document should include a list of references.

For research involving human participants, the proposal should be accompanied by a copy of the application to be submitted to the University's Research Ethics Board (REB). Research involving human participants may begin only after having been formally reviewed and approved by the REB.

Once a draft of the Doctoral Research Proposal has been approved by the Research Supervisor, the proposal will be assessed by the full Research Committee. No sooner than two weeks but no later than two months after submission to the committee, the Doctoral Research Proposal will be discussed by the candidate and the Research Committee in an oral defence. In case of undue delay, the candidate should confer with the Research Supervisor or with the GPD. The defence of the Doctoral Research Proposal will be advertised in advance, and the event will be open to other members of the School community (*i.e.*, students and faculty). The candidate may, if desired, have the oral defence recorded, select a faculty member to act as a neutral observer, and/or have a faculty member serve as a neutral chair of the defence. The neutral chair will oversee the oral exam and be present during the committee's deliberations, but will not participate in evaluating the proposal.

The Doctoral Research Proposal should be completed and defended **within 32 months** of entering the Ph.D. programme. The oral defence may only take place after the successful completion of the Comprehensive Examination. At least one week must elapse between the Comprehensive Examination and the oral defence of the Doctoral Research Proposal.

As mentioned earlier, all procedures for the assessment of written and oral examinations and defences are found on the GPS website.

3.4. Evaluation of Comprehensive Examination and Doctoral Research Proposal

The Comprehensive Examination and Doctoral Research Proposal may be passed or failed. Decisions are made by consensus of the Advisory or Research Committee or, if necessary, by majority vote.

3.4.1. Failure

If the Advisory or Research Committee does not believe that a student showed satisfactory mastery of the subject matter in the written submissions for the Comprehensive Examination and/or the Doctoral Research Proposal, it will issue a failing grade. This assessment will be communicated in writing. The student may ask for a review of this decision (see below). If the decision of the Advisory or Research Committee is confirmed, the student will be asked to withdraw from the programme.

If the written portion of the Comprehensive Examination showed weaknesses but the student is allowed to proceed with the oral portion, the student's performance in this second part of the Comprehensive Examination will be decisive. If that performance is substandard and displays weaknesses similar to those noted in the first part, the Advisory Committee will issue a failing grade and the student will be asked to withdraw from the programme.

If the Research Committee finds that the Doctoral Research Proposal and its defence by the candidate do not deserve a passing grade, it will issue the grade of HH (continuing). The candidate will be allowed, without prejudice, to write a revised Doctoral Research Proposal, to be defended in front of the Research Committee within six months of the first oral defence. In the event of a second failure, a failing grade will be issued. The candidate may ask for a review. If the negative assessment of the committee is confirmed, the candidate will be asked to withdraw from the Ph.D. programme.

3.4.2. Review and reassessment

The Graduate Studies Reread Policy applies to written Comprehensive Examinations. Similarly, a student who fails the oral defence of the Doctoral Research Proposal may request a review. In such cases, Graduate and Postdoctoral Studies will conduct a review of the process and procedures. If no fault is found, the failing grade will be confirmed, and the student will be asked to withdraw from the Ph.D. programme.

3.4.3. Feedback

The assessment and the supporting reasons for the evaluation will be documented and provided to the student in sufficient detail to allow the student to understand the decision. For the oral portion of the Comprehensive Examination and for the oral defence of the Doctoral Research Proposal, the student will also be given feedback on presentation, logical exposition, ability to answer questions, etc. If the student elects to have the oral defence recorded and/or selects a faculty member to act as a neutral observer, the recording and the observer's notes may also be of use to the student.

3.5. Additional expectations

In order to increase the competitiveness of graduates of the Ph.D. programme and to create an environment of lively intellectual exchange, students should meet additional expectations:

1. *To present papers at conferences and publish articles in journals*—Research Supervisors will work with students to turn course papers, written essays for the Comprehensive Examination, and/or early chapters of the thesis into publishable articles; individual professors and the School as a unit will help students, within their respective financial capabilities, to participate in conferences in order to present their work and meet colleagues.
2. *To develop good teaching skills*—All Ph.D. students will be given opportunities to teach as guest lecturers, teaching assistants, and/or course instructors in the School.
3. *To hone their writing skills*—When needed, Ph.D. students will be asked to avail themselves of courses provided through the Graphos programme at McGill University.⁴
4. *To contribute to the intellectual life of the School*—All Ph.D. students beyond year one of study will present their Ph.D. research annually as part of the doctoral seminars and participate in other school activities designated for PhD students at the school.
5. *To participate in the governance of the School*—Each year, Ph.D. students must elect a representative who, as their liaison to the Director of the School and to the GPD, will convey needs, concerns, and/or questions from the Ph.D. students to the School's faculty; Ph.D. students will contribute to decision-making by submitting their ideas and proposals and by designating a Ph.D. representative to serve on School committees as requested by the Director.

In short, it is expected that the Ph.D. programme will not only enable students to become high-level researchers but will enable them to become full and active members of academic communities of practice.

3.6. Doctoral thesis

The thesis for the Ph.D. degree must display original scholarship expressed in good prose (English or French). It must constitute a distinct contribution to knowledge. It may take the form of a single monograph or a series of scholarly articles with a general introduction and a general conclusion, following GPS guidelines. Submission of the thesis, including completion of relevant forms, must also be done according to GPS guidelines⁵.

3.6.1. Doctoral Oral Defence

After the thesis has been received and approved by an **Internal Doctoral Thesis Examiner** and an **External Doctoral Thesis Examiner**, a final oral examination, the **Oral Defence**, is conducted as a public event. The Oral Defence is completed under the direction of an **Oral Defence Committee** of at least five members presided over by a Pro-Dean nominated by

⁴ See <http://www.mcgill.ca/graphos/>

⁵ See <https://www.mcgill.ca/gps/thesis/thesis-guidelines/examination>

GPS. The Director of the School of Urban Planning and the Research Supervisor are invited to be members of the Committee, together with the Internal Doctoral Thesis Examiner, an External Member from outside the School, and other members of the School. The Oral Defence is a public event, to which all members of the academic community and friends and family of the candidate may also be invited.

The Oral Defence Committee will consider the quality of the thesis, the evaluations submitted by the official Examiners, the performance of the candidate at the defence, and the candidate's overall record in the Ph.D. programme to make its decision on the success or failure of the Oral Defence, in concordance with the directives laid out by Graduate and Post-graduate Studies.⁶ These directives and guidelines also determine the formatting of the thesis and the procedure and forms necessary for its submission. The Oral Defence Committee may issue a passing grade and/or ask for minor or major revisions. If the Committee issues a failing grade, the candidate will be asked to submit a revised thesis (with or without a second Oral Defence). In the event the revised thesis is judged unsatisfactory, the failing grade will be confirmed, and the candidate will be asked to withdraw from the programme without a degree.

3.7. Programme overview

Table 1 provides a summary of the key information presented in the previous subsections for reference purposes only. It lists the formal steps from admission to graduation and other informal tasks and activities that students need to perform in order to become well-rounded academics and competitive graduates.

⁶ See <https://www.mcgill.ca/gps/thesis/thesis-guidelines/oral-defence>

Table 1. General overview of the Ph.D. programme

TIME PERIOD	ACTIVITIES	COURSES & EVENTS
Admission	Admission into the programme Designation of Advisory Committee and Letter of Understanding by 15 th of December in Term 1 Selection of complementary and elective courses	n/a
Year 1	Completion of coursework Preparation for Comprehensive Examination	URBP 612, 703, 704 Complementary courses Elective course(s)
Year 2	Submission of Statement of Examination Fields by 31 st of August of Ph.D.-3 (Term 6)—that is, 24 months after first registering at the latest.	URBP 701, 709 Presentation at Doctoral seminars
Year 3	Completion of Comprehensive Examination by 15 th of December in Ph.D.-4 (Term 7)—that is, 28 months after first registering at the latest. Completion and defence of Doctoral Research Proposal by 15 th of April of Ph.D.-4 (Term 8)—that is, 32 months after first registering at the latest. Conducting research Writing thesis	Presentation at Doctoral seminars
Year 4 (and beyond)	Concluding research Writing thesis Defending thesis	Presentation at Doctoral seminars
Note: Progress Tracking reports are required to be submitted by the 30th of September following the end of each academic year.		