



**Supervisor's Information and Check-List
'At-a-Glance'
2021/2022**

Date	Event/Action
✓ Denotes action or responsibility of Supervisor	
November 15, 2021	Applications for PhD Program due to the doctoral program office, MSVU (post-marked no later than November 15).
November-December, 2021/January, 2022	Institutional review (Doctoral Program Coordinator and Faculty Representative) of applications that have indicated specific universities as potential institution/supervisor; individual faculty members approached to be a pro tem supervisor, in the event that the applicant who desired to study with them receives a letter of offer; each institution will prepare recommendations for a mid-January IDAC meeting.
✓ December, 2021/January, 2022	To help the IDAC make its decisions, potential supervisors may be asked to review pertinent doctoral applicants' files (especially their Letter of Intent) to ensure a <i>good fit</i> (both academic and personal) between the potential supervisor and the applicant.
January 15, 2022	Penultimate IDAC decisions on applicants who will receive a Letter of Offer, be in the wait pool or receive a refusal letter (actual letters to be sent by March 1).
Mid-February, 2022	Subsequent to necessary iterative meetings, IDAC will make final decisions on applicants to receive a letter of offer, be placed in the wait pool or to receive a refusal letter. If deemed appropriate, some applicants may be invited for an interview by the IDAC, or submit an additional sample of writing.
✓ January/February, 2022	Once applicants who will receive an offer are confirmed by the IDAC, each pro tem supervisor will have a chance to contribute directly to the Letter of Offer by reviewing a specific applicant's file to aid the IDAC in determining an <i>Initial Program Plan of Study</i> (including the potential requirement of the student to undertake specialized study (i.e., GEDU 9006/9007/EDUC 8063/8083 and/or GEDU 9008/9009/EDUC 8083/8093) to fill any gaps in the academic growth of the student (to be approved by the IDAC).
Commencing March 1, 2022	Letters of Offer sent to selected applicants by respective home institution's Registrar. Letters of Refusal sent to relevant applicants by the doctoral program office. Wait pool letters sent to relevant applicants by the doctoral program office.
March 31, 2022	Confirmation of acceptance of the offer by applicants; letters of offer forwarded to relevant wait pool applicants, depending on where (if) spot(s) open up; in each instance, reconfirmation with faculty member that s/he is available and willing to supervise.
✓ April/May, 2022	Pro tem supervisor to initiate a preliminary meeting with the doctoral student(s) to discuss, negotiate, and confirm a study plan for the student.
May 1, 2022	Normally last day to send wait pool letters.
May 15, 2022	Normally last day applicants will be admitted to the program; the IDAC does not hold seats open for the next year.
✓ July 2022	First courses (GEDU 9001/9002/EDUC 8013/8023) in the program of study to be offered (2022 intake at Acadia); doctoral students are also registered in GEDU 9010/EDUC 8109 (portfolio course).
✓ August 15, 2022	<i>Final Program Plan of Study</i> form to be completed and submitted to the doctoral program office (Supervisor may wish to consult with committee members). Revisions can be made in the future using the <i>Revised Doctoral Plan of Study Form</i> , approved by IDAC.
✓ December 1, 2022	Supervisor to ensure that the student's supervisory committee for the portfolio and dissertation is in place; sign and submit <i>Approval of Doctoral Supervisory Committee Membership Form</i> to the IDAC. The membership of the committee can be changed with IDAC's approval.
April 30, 2023	Sign and submit <i>Initial Portfolio Agreement Form</i> to the doctoral program office.
✓ Ongoing	Be prepared to meet regularly with the student to monitor his/her progress and to mentor growth and development in preparation for GEDU 9100/EDUC 8990-dissertation; work with doctoral student and committee to help student complete portfolio and foster emergence of research plan in preparation for development of dissertation proposal, which is publicly presented.