

# Completion Plan

A Completion Plan must be submitted as an attachment to a Nomination for a Master of Philosophy (No Honours) Upgrade to PhD Scholarship. The Completion Plan is a detailed timeline for completion of the tasks that remain for finalisation of the thesis. It should include a brief description of any strategies that will be employed to overcome logistical or other barriers. The Completion Plan is negotiated between the candidate and their supervisor/s, detailing the actions required by all parties to reach the point of submitting a thesis for examination.

The Completion Plan is essentially an agreement between the candidate and the supervisor/s. It is lodged with the Nomination for a Master of Philosophy (No Honours) Upgrade to PhD Scholarship form as evidence that the parties have discussed and developed strategies and actions, and now have an agreed, realistic timeline for ensuring that the thesis is finished within the time stipulated.

## Key points to note when compiling an effective Completion Plan

The Completion Plan must:

- Be negotiated between the nominee and the supervisor/s.
- Take realistic account of any factors that might influence progress (eg one or more parties being away or having heavy commitments at particular times, limited availability of required material or resources, etc)
- Be set out as realistically as possible and then reviewed and revised in light of experience.

### Sample of what a Completion Plan might contain

*Please note that this is a sample only, not a form or template - please do not sign and return it. Please construct your own plan and sign that.*

#### Tasks Completed

Chapters 1-5 final drafts complete  
Chapter 6 first draft complete  
Chapter 7 draft outline complete  
References in Endnote up to date

#### Tasks Remaining

Revise Chapter 6  
Draft and revise Chapter 7  
Write Abstract, Preface, Acknowledgments  
Submit Nomination of Examiners Form  
Compile and check reference list (Endnote)  
Compile and check complete thesis  
Print thesis, obtain signatures and submit

### Timeline

Task	Date for candidate to complete	Due date for supervisor's feedback
Chapter 6 revisions	<date>	<date>
Chapter 7 final outline	<date>	<date>
Section 7. A draft	<date>	
Section 7. B draft	<date>	
Section 7. C draft	<date>	
Section 7. D draft	<date>	
Chapter 7 complete first draft	<date>	<date>
Chapter 7 revisions	<date>	<date>
Abstract, Preface and Acknowledgments	<date>	<date>
Submit Nomination of Examiners Form		<date>
References	<date>	
Complete thesis	<date>	<date>
Submit thesis	<date>	

NB: Supervisor will be away from \_\_\_\_\_ to \_\_\_\_\_ and has agreed to provide feedback on Chapter 6 revisions via email during that time.

Candidate Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_