

# Timetable for HT 2024-25

## for Students and Advisors

### SEMESTER 2 (AY 2023-2024)

<b>Timeframe</b>	<b>Action by Student</b>	<b>Action by Department/ HT Advisor</b>
<b>Week 3</b>	Mapping your proposal exercise due in GE3240 class. Turn in supervisor selection forms.	Marking of mapping exercise by GE3240 instructors.
<b>Week 6-7</b>	Receive notification of allocated advisors: contact advisors to arrange first meeting. Ethical and safety clearance forms introduced in lectures.	Notification of advisor allocation to HT students
<b>Week 8-10</b>	<b>Meeting 1*</b> with advisor (group or one-to-one meeting). Discussion of HT, aims and objectives, starting points for research projects, advisors' and students' expectations of the advisory process. The date for separate meetings (#2) with each student should be set.	Advisors will meet with all HT students as a group or hold one-to-one preliminary meetings. Discussion about key readings, research framing, and follow-up meeting dates set.
<b>Week 11-12</b>	<b>Meeting 2*</b> with advisor one-to-one. Discussion of ethical and OSHE safety clearance materials should take place with supervisor. Reading list should be agreed upon. The date for meeting 3 should be set.	Discussions can be held about key readings; and the date for advanced submission of the annotated reference list will be set.
<b>Week 13</b>	<b>HT proposals, including finalised ethical and safety forms, are due in GE3240</b>	HT proposals marked by GE3240 instructors and returned during/after reading week
<b>Reading week onwards</b>	<b>Meeting 3*</b> with advisor. Advisory meeting should focus on (a) work done to date; and (b) planning for fieldwork, methodological approaches, concepts and tools for research, practicalities and back up plans, safe and ethical working practices.	Discussion and feedback on reference list and annotated sections. Advisors to ensure that HT students are ready to begin fieldwork (including ethical clearance and safety) through the student vacation. Set date for meeting 4.

**\*Meetings to last no more than an hour**

## SEMESTER 1 (AY 2024-2025)

Timeframe	Action by Student	Action by Department/ HT advisors
Week 1 onwards	<b>Meeting 4*</b> with advisor. Discussions should address empirical work and data collected to date, and plans for future data analysis. The date for the next meeting should be set.	Check on success of fieldwork and data collection. Plan for additional fieldwork (if necessary).
Week 7 onwards	<b>Meeting 5*</b> with advisor. Discussions should address empirical work and data collected to date, and plans for future data analysis. The student/advisor should agree on which draft chapter will be submitted for review. The date for draft chapter submission and final meeting will be set.	Advisors to set date for draft chapter to be submitted read and comment in detail.
Week 10 onwards	<b>Meeting 6*</b> with advisor. In this final meeting the following should take place: (a) receive and discuss feedback on draft chapter; (b) discuss plans for final outline of entire thesis.  <b>NB</b> Students do not expect nor request your advisor to read more than one chapter of your thesis. This is a breach of the department rules for the HT advisory process	Discussion of draft chapter. Final review of structure of planned thesis and final comments and advice about HT as a whole.  <b>NB</b> only one draft chapter to be read and commented on in detail for each student.

**\*Meetings to last no more than an hour**

## SEMESTER 2 (AY 2024-2025)

13 January 2025 (by 5pm)	<u>Submission of HT</u> One thumb drive containing a full PDF and Word document with all identifying information (acknowledgments, title page, etc); two anonymous softbound paper copies without identifying information. Thumb drives will be returned to student.	HTs will be distributed to first and second markers. Assessment sheets will be submitted on date to be determined by general office. High scoring HT identified for nomination for Faculty and University prizes.
--------------------------	---	---