



Completion Plan

Description and Sample



A 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 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 this document**.

Please construct your own plan - sign and return that to the Adelaide graduate Centre.

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

Further Information

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