**Finishing Contracts:**

A finishing contract is a plan for completing your thesis, detailing tasks that remain and a description of strategies to overcome any anticipated barriers.

You should develop your finishing contract in collaboration with your supervisory team. The contract should include actions required by both yourself and your supervisory team for the remainder of your project. Your finishing contract is evidence that you and your supervisory team have discussed and developed strategies and actions, and have an agreed, realistic timeline for ensuring that the thesis is finished within the allowed extension to your programme.

**Developing a finishing contract:**

* Work closely with your supervisory team.
* Be realistic about your progress, and bear in mind factors such as you or your supervisor/s being away, having commitments at certain times (such as your supervisors’ teaching commitments), limited access to laboratory or practice spaces etc.
* There is no set format for a finishing contract, but it should contain enough information for your application for extension can be assessed by your Faculty. As a basis, a finishing contract should include:
	+ A brief overview of your progress to date
	+ Tasks remaining until submission of your thesis (eg edit chapter X, write conclusion, editing, nominate examiners)
	+ List any anticipated barriers and how you will overcome these. For example, are your supervisors going to be away or unavailable in the coming months?
	+ A timeline of the tasks, with actions for you and your supervisors. Eg:

|  |  |  |
| --- | --- | --- |
| Task  | Date for candidate to complete  | Due date for supervisor's feedback  |
| Chapter 8 revisions  | <date>  | <date>  |
| Chapter 9 final outline  | <date>  | <date>  |
| Section 9. A draft  | <date>  |
| Section 9. B draft  | <date>  |
| Section 9. C draft  | <date>  |
| Section 9. D draft  | <date>  |
| Chapter 9 complete first draft  | <date>  | <date>  |
| Chapter 9 revisions  | <date>  | <date>  |
| Abstract, Preface and Acknowledgments  | <date>  | <date>  |
| Submit Nomination of Examiners Form  | <date>  |
| References  | <date>  |
| Edit and format thesis | <date>  | <date>  |
| Complete thesis | <date>  | <date>  |
| Submit thesis  | <date>  |

* The finishing contract must be signed by both you and your supervisory team and included with your application to extend candidature form.

Refer back to your contract in the coming months to ensure that you are on track and progressing well to submitting your thesis.