

# M.A. Major Research Paper Completion Plan

Student: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Advisor: \_\_\_\_\_

Step	Completion Date	Check-list
<ul style="list-style-type: none"> <li>Students submit a <b>Notification of Supervisor and Advisor</b> along with an <b>1- or 2-page outline</b> to the Graduate Program Office.</li> </ul>		
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<ul style="list-style-type: none"> <li>Students submit an <b>approved MRP Proposal</b> and an <b>Ethnics Approval Form (p. 14)</b> to the Graduate Program Office.</li> <li>If human participants are involved in the research, students will initiate the documentations as listed in <i>Human Participants Research Protocol</i>. <b>If the research is not funded and at minimal risk</b>, the Proposal will be approved by the Graduate Programme/Department Ethics Review Committee under an expedited review process (maximum of a 2 week turnaround); <b>If the research is funded or at high risk</b>, the Proposal will be approved by the Human Participants Review Sub-Committee through the Office of Research Services (ORS) (approximately 20 working days / 4 weeks from the date of receipt of all required documentation in the ORS, 214 York Lanes).</li> </ul>		
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<ul style="list-style-type: none"> <li>Students have a <b>joint meeting with the Supervisor and Advisor</b>.</li> </ul>		
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<ul style="list-style-type: none"> <li>Students submit an interim draft to the Supervisor and Advisor.</li> </ul>		
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<ul style="list-style-type: none"> <li>Students submit the 2<sup>nd</sup> draft to the Supervisor and Advisor.</li> </ul>		
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<ul style="list-style-type: none"> <li><b>Approval</b> of the MRP by the Supervisor, Advisor (and the Reader if applicable).</li> <li>The Supervisor finalizes a Final Discussion date, time and location.</li> </ul>		
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<ul style="list-style-type: none"> <li>Latest date of the MRP Final Discussion meeting.</li> <li>Students bring a hardcopy of the <b>MRP Final Discussion Report</b> to the meeting for completion by the Supervisor.</li> <li>The Supervisor fills out a <b>MRP Final Discussion Report</b> and submits it along with an <b>unbound</b> hardcopy of the finalized MRP to the Graduate Program Office.</li> <li>Students email the finalized MRP to the Graduate Program Assistant.</li> </ul>		
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<ul style="list-style-type: none"> <li>The Supervisor determines the final grade for the MRP, which is either a "Pass" or "Fail".</li> <li>The Graduate Program Office forwards the final grade and files a convocation request to the Office of the Registrar.</li> </ul>		

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**Approved by MRP Supervisor**

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**Approved by MRP Advisor**

Date of Approval

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