###### Time Lines for Students and Supervisors

###### In the MSc Program in Rehabilitation Science

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| **Dates** | **Action** | **Forms/Other Correspondence** |
| At admission into the MSc program | Student meets with Supervisor(s) to begin to discuss program | Supervisor-Supervisee form for first meeting (https://www.ualberta.ca/rehabilitation/programs/phd-in-rehabilitation-science/phdrs-supervisors/resources-for-supervisors) |
| Within one year of admission (preferably in the first term) | Approval of Supervisory Committee  Student and supervisor submit Plan of Study to GPC | *Approval of Supervisor/ Supervisory Committee* sent to FGSR by Chair-GPC  *Plan of Study* Form |
| Annually for duration of student’s program | Supervisory Committee must meet with student | Supervisor completes a written summary of the meeting.  The Annual Supervisory Committee form is provided to the student, the committee members and the Chair-GPC. |
| At least 6 months prior to the Final MSc Oral Examination | A formal meeting is scheduled to consider the Candidate’s MSc thesis proposal.  The thesis proposal must be submitted to the committee *at least three weeks prior* to the Prospectus Meeting. | *Prospectus Exam* form to be signed by committee members and submitted to the Chair-GPC office after the meeting |
| Final stages of thesis research | Completion of MSc thesis. All Supervisory Committee members must declare in writing to the Supervisor that the thesis is adequate to proceed to the final oral exam. | Supervisor provides signed *Preliminary Acceptance of Thesis* form to Chair-GPC |
| At least 3 weeks prior to Final MSc Examination | Examining committee members selected.  Examining committee members approved and recommended to FGSR.  Examiners notified of date of exam and supplied with thesis  Public presentation notice sent to FRM. | Supervisor sends email to Chair - GPC  Chair-GPC sends *Notice and Approval of Masters Final Oral Examining Committee* to FGSR  Administrative assistant, GS sends advertisements for thesis presentation, room booking, refreshment reservations, etc. |
| Immediately after Final MSc Examination | FGSR is advised of outcome of final examination | All Committee members but Supervisor sign the signature pages if the outcome is “Thesis approved” or “Thesis approved with minor revisions”  “Report of Completion of Final Oral Examination” to FGSR - as per conditions of outcome  Detailed note of required revisions (if applicable) sent to FGSR |
| Within 30 days of the Final MSc Examination | Revised thesis is submitted to Supervisor and/or Supervisory Committee | Signature(s) of all remaining members of the Final MSc Examination Committee obtained on signature page of thesis |
| Within 6 months following successful Final MSc Examination | Student submits thesis to FGSR electronically.  <https://uofa.ualberta.ca/graduate-studies/current-students/academic-requirements/thesis-requirement-and-preparation> |  |