

Major Research Project (MRP) Procedural Checklist

MRP information and all forms can be found on our [Forms page](#)

	Students admitted to a Graduate Diploma, Master's degree program or Doctoral degree program must maintain continuous registration , including payment of applicable fees, in every fall, winter and summer term up to and including the term in which all requirements for their program of study are successfully completed. Familiarize yourself with the processes and links available to you on our Graduate Program in Education (GPE) Current Students page.
	No later than the 2nd term of full-time study or 4th term for part-time study submit a Supervisor & Supervisory Committee Approval Form to gradprogram@edu.yorku.ca for GPE and Faculty of Graduate Studies (FGS) approval.
	While consulting with your Supervisor, begin work on your MRP Proposal. Be sure to also consult the GPE guidelines for MRP Proposals found on our forms page.
	Submit the draft of your MRP Proposal to your Supervisor for approval no later than three months prior to the planned final summative discussion.
	Once your Supervisor has agreed that you may proceed with your MRP Proposal, and if no ethics review is required, submit an electronic copy of the MRP Proposal (plus the completed/signed MRP Proposal Cover form) to gradprogram@edu.yorku.ca for GPE approval.
	OR, if ethics review is required the student submits an electronic copy of the MRP Proposal (plus the completed/signed MRP Proposal Cover form & ethics forms) to gradprogram@edu.yorku.ca for GPE and Ethics Committee approval. See the Ethics info and links on our Forms page for the appropriate forms to accompany the proposal.
	Conduct your research under the supervision of your Supervisor.
	Once your Supervisor decides that your Major Research Project (MRP) is ready to be evaluated a second reader is assigned. This is done by the Supervisor submitting the completed/signed MRP Second Reader form to gradprogram@edu.yorku.ca for GPE approval.
	If the second reader is not a member of the Faculty of Graduate Studies, the second reader must be approved by the Graduate Program Director prior to setting the summative discussion meeting.
	The second reader reviews the Major Research Project and indicates if it is ready to be evaluated at a summative discussion.
	Once an MRP Summative Discussion date has been decided on you must submit a completed/signed MRP Discussion Date form to gradprogram@edu.yorku.ca no less than four weeks prior to the date of the exam for GPE approval and you must be registered as active for the term in which the discussion is scheduled to take place. Follow the Master's deadlines for graduation eligibility found on the FGS-Important Dates site.
	Immediately following the MRP discussion, the Supervisor submits the completed/signed MRP Discussion Report to gradprogram@edu.yorku.ca for GPE approval.
	The student submits an electronic copy (with title page signed by the supervisor) of the final MRP to gradprogram@edu.yorku.ca for GPE approval.
	Apply to graduate online ; see important convocation/graduation info and links in our emails.