## Process for the Completion Phase of Pattern II (Master's Research Project)

1. A "Plan of Research Project Completion" will be completed by each graduate student in consultation with the Graduate Supervisor at the start of the winter term of the 2$^{nd}$ year of the MA program.

2. Once the Supervisor has approved a final draft of the project, he/she and the candidate will discuss and agree upon a Second Reader for the research project (normally another faculty member in the Department of Classics).  An external Examiner from the faculty at Queen's may be chosen at the discretion of the Supervisor, in consultation with the candidate, to act as the Second Reader.   The Supervisor will then contact the Second Reader to request their assistance.

3. The Graduate Coordinator will confirm that the candidate has met all degree requirements (all required coursework has been submitted and graded). The Graduate Coordinator will also remind the student to review the copyright requirements for any images or other material that will be included in the thesis.  (See https://library.queensu.ca/help-services/copyright-fair-dealing/copyright-your-thesis for more information.)

4. The Second Reader will have two weeks to review the project and, if the work is deemed to be approvable, will provide comments and corrections directly on to the copy provided to them, and will pass the corrected version with comments back to the Supervisor.

5. The Supervisor will discuss final corrections with the student who will have one week to incorporate suggestions and turn around the final copy to the Supervisor for approval.

6. Both the Supervisor and the Second Reader will sign the School of Graduate Studies "Master's Program Completion form for Pattern II & III."  Supervisor signs only after the Second Reader has approved the final copy.

7. Final approval by the Head of the Classics Department will only be given after the student:

   (a) provides a copy of the final research project (with second reader corrections applied and supervisor-approved) for the Department's library, and any other material produced as part of the project

   (b) provides an electronic abstract  for inclusion on the Department of Classics website

   (c) uploads their research project on to QSpace.