

Completion Process for MA with MRP

1

The supervisor will select a second reader. They may consult with the Department Head and/or the Department Graduate Coordinator if needed. The second reader may be in the candidate's home department or they may be part of another department at Queen's University, but they must have sufficient expertise in the topic of the Major Research Paper under assessment.

2

Once the candidate has submitted their research project to their supervisor and second reader, they must allow up to **ten working days** for both faculty members to independently read and assess the project. Upon assessment, the supervisor and second reader can determine either that the research project has demonstrated a Master's level scholarly work (a Pass) or that it has not (a Fail).

- If one or both examiners fail the MRP, they should consult with the Graduate Coordinator to discuss possible next steps.

3

If the MRP is determined to meet the requirements for a Pass by both examiners, both parties will need to notify the Graduate Assistant. A form recognizing the successful completion of the MRP will need to be filled out by the Graduate Assistant and then signed by both the supervisor and second reader before being sent to SGSPA for final processing. Once SGSPA has received the form, they will finalize the completion and notify the student once this is done.

Please note: Students completing an MRP DO NOT need to submit their work to QSpace.

4

When submitting their final assessment for a Passed MRP to the Graduate Assistant, the Supervisor should also submit a brief written assessment of the MRP for Departmental records.

- While not required, it is also encouraged for both the supervisor and second reader to provide comments about the MRP to the student candidate.

Timeline Planning Notes

Without the need for an oral defense, the timeline required for an MRP completion is relatively short. The main points to keep in mind are:

- While the examiners may be able to complete their assessments in less time, you should plan to allow for the full ten working days in case they are needed.
- Allow 1-2 days for the Graduate Assistant to fill out the completion form and collect all of the required signatures.

Scheduling Example: John Smith would like to complete his MA by the end of Summer Term (August 31). If we assume August 31 is a weekday, this is the latest we would want to complete these pieces:

- August 14 - Student submits final MRP to Supervisor and Second Reader for assessment
- August 29 - Supervisor and Second Reader submit their assessments to Graduate Assistant
- August 31 - Graduate Assistant submits Completion Form, with signatures, to SGSPA

If possible, it is always beneficial if we can allow slightly more time between these steps, but hopefully this illustrates the tightest turnaround manageable with notification requirements.