

CHS PROGRAM PROGRESS - MSc

It is the responsibility of both the student and the supervisor to be familiar with the requirements as laid out on the [CHS website](#). While this checklist does not need to be submitted as part of your program requirements, it is recommended that student and supervisor meet regularly to ensure program requirements are up-to-date.

REQUIREMENTS – YEAR 1	
	Student/Supervisory Memorandum of Understanding (due by the end of the 1st month of program)
	Intellectual Property Awareness Checklist (due by the end of the 1st month of program)
	Emergency Contact Form (due by the end of the 1st month of program)
	Supervisory Committee Set up (due within the first 3 months of program)
	Initial Supervisory Committee held (Minutes, approval of minutes and Progress Report submitted) (Must hold a minimum of 2 committee meetings within the first year of program)
	Academic Plan and Course Approval Form (due within the first 6 months of program)
	Registration submitted for Research Integrity Day (should be submitted before the end of the first term)
	Attendance at mandatory seminars/journal clubs, if required by specialization
	Research Integrity Day Attended (Must attend RI day within the first year of study)
	Thesis Proposal Approval Form (Must be submitted no later than 12 months from the start of program)
	Ethics submitted and proof of submission provided to GPA (Submission letter must be provided when it is received)
	Annual Progress Report, initiated by the student on May 1 of each year (Student and Supervisor portions must be submitted to GPD before May 31))

REQUIREMENTS – YEAR 2	
	Supervisory Committee held (Minutes, approval of minutes and Progress Report submitted) (Must hold a minimum of 1 committee meetings per year after first year of program)
	All course work is completed as per the specialization competency and academic plan
	Permission to Write form (To be submitted once all research is complete)
	Applied for Convocation
	Permission received from Supervisory Committee to defend (emails confirming this must be submitted to program)
	Annual Progress Report, initiated by the student on May 1 (Student and Supervisor portions must be submitted to GPD before May 31))
	Attendance at mandatory seminars/journal clubs, if required by specialization