FIGURE 1
MILESTONES FOR COMPLETING A MSc PROGRAM
WITHIN A TWO YEAR TIME FRAME

YEAR 1: THE FIRST 6 MONTHS
- Complete Departmental Form 1A
- Selection of Advisor (if not done before entering program)
- Agree on level and length of financial support (if any) with Advisor
- Selection of research topic
- Selection of Advisory Committee
- Meet with Advisory Committee
- Selection of required courses, begin coursework
- Initiation of literature review and thesis proposal.

YEAR 1: THE LAST 6 MONTHS
- Approved written thesis proposal to be signed by the Student, Advisor and Advisory Committee (by nine months)
- Submission of signed and approved thesis proposal to the Department Head (by nine months)
- Complete Departmental Form 1B (by nine months)
- Continuation of coursework
- Begin data collection.

YEAR 2: THE FIRST 6 MONTHS
- Continuation of data collection
- Continuation of coursework
- Begin writing of thesis
- Meet with Advisory Committee.

YEAR 2: THE LAST 6 MONTHS
- Check Faculty of Graduate Studies Deadlines for graduation and plan for completion of thesis accordingly
- Complete Departmental Form 1C
- Review official Student History (available through the University of Manitoba, Student Records web site) to ensure that all course requirements have been completed and reported accurately
- Completion of data collection
- Analyses of data
- Meet with Advisory Committee to obtain approval to write thesis
- Writing up of thesis and research manuscript
- Have thesis vetted by Advisor
- Submit Master’s Thesis/Practicum Title & Appointment of Examiners form to the Faculty of Graduate Studies prior to handing out the examination copy of thesis to Advisory/Examining Committee
- Hand out the examination copy of the thesis to the Advisory/Examining Committee at least 4 weeks prior to the examination date
- Defend thesis
- Make required revisions to the thesis
- Give a copy of the signed thesis/practicum final report to the Chair of the Graduate Studies Committee
- Hand in the final thesis to the Faculty of Graduate Studies before deadlines set by the Faculty of Graduate Studies.

**Note** that submission of the Faculty of Graduate Studies Annual Progress report to the Chair of the Graduate Studies Committee is normally due in June of each year, regardless of term in which program was started.
FORM 1A

This form must be completed upon commencement of the MSc program in the Department of Human Nutritional Sciences

Student

Advisor

Date of admission into the MSc program

(To be completed by the advisor)

General Research Area

Financial support (type, level and length of support, if any)

Advisor’s academic plan for the two-year period
(i.e. plans for research study leave or leave of absence)

If a leave is anticipated, include faculty designated to assume advisory capacity

Upon completion of Form 1A, obtain signatures below and submit a copy of this form to the Departmental Graduate Studies Committee. Failure to submit this form may result in denied access to registration.

Student

Advisor

Date ___________________________  Date ___________________________
This form must be completed within 0-9 months from the date of admission into the MSc program in the Department of Human Nutritional Sciences.

**Note:** Nine months from the date of admission is the maximum for approval of a research proposal. This is based on the assumption that the student is taking the majority of courses in the first 8 months. If this is not the case, it is expected that the proposal will be completed earlier.

<table>
<thead>
<tr>
<th>Student</th>
<th>Advisor</th>
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</table>

Date of admission into the MSc program

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**PLEASE CHECK BOXES BELOW TO INDICATE COMPLETION:**

- **Selection of Advisory Committee (list members below):**

- **Selection of required courses (list below) and initiation of coursework**

As part of the 12 credit hours required in the program, all students are required to take HNSC 7200, plus at least six credit in Human Nutritional Sciences at the 7000 level (in at least 2 areas).

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit hours</th>
<th>Date offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>030.720 Seminar (required)</td>
<td>3</td>
<td>--</td>
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</tbody>
</table>
☐ Presentation of thesis proposal to Advisory committee *(obtain committee approval for proposal and submit signed copy of proposal to the Department head)*

☐ Preparation of a timeline that incorporates coursework, planned research, and thesis writing within a two-year time frame *(This timeline will be used to evaluate progress at monthly meetings between the student and advisor)*. Describe below.
Upon completion of Form 1B, obtain signatures below and submit a copy of this form to the Departmental Graduate Studies Committee. Failure to submit this form may result in denied access to registration.

**Note:** Submission of the Faculty of Graduate Studies Annual Progress report to the Chair of the Graduate Studies Committee is normally due in June of each year, regardless of term in which program was started, and is in addition to submission of this form to the Departmental Graduate Studies Committee at the specified times.

_________________________  _______________________
**Student**                  **Advisor**
Date ______________________  Date ______________________

_________________________  _______________________
**Advisory committee member**  **Advisory committee member**
Date ______________________  Date ______________________
FORM 1C

This form must be completed within 18-21 months from the date of admission into the MSc program in the Department of Human Nutritional Sciences.

Student

Advisor

Date of admission into the MSc program

PLEASE CHECK BOXES BELOW TO INDICATE COMPLETION:

☐ Review official Student History (available through the University of Manitoba, Student Records web site) to ensure that all course requirements have been completed and reported accurately

☐ Completion of data collection and analysis

☐ Meet with Advisory Committee to obtain approval to write thesis

☐ Initiate writing up of thesis and research manuscript

☐ Check deadlines set by the Faculty of Graduate Studies for graduation

Upon completion of FORM 1C, obtain signatures below and submit a copy of this form to the Departmental Graduate Studies Committee.

_________________________  ____________________________
Student  Advisor
Date  Date

_________________________  ____________________________
Advisory committee member  Advisory committee member
Date  Date