

**Reverse Timeline and Planning Worksheet for M.Ed Students
(Thesis and Comprehensive Routes)**

This document is intended to be a discussion guide for the M. Ed. Student and the Advisor in planning a realistic timeline for the completion of a thesis or comprehensive project after coursework has been completed. The tasks and amount of time suggested are based on a “typical” student research/comprehensive project. These are only estimates and are dependent on a student’s time commitment, quality of work, and committee availability. Students should note that faculty members are usually required to take holidays between May and August which could create delays for committee review and feedback. Each faculty member may have differing processes and expectations and so ongoing communication is essential.

Other Resources:

- Graduate Program Forms: <https://umanitoba.ca/graduate-studies/forms>
- Faculty Supplemental Regulations: <https://umanitoba.ca/graduate-studies/supplementary-regulations>
- Writing, Formatting and Submitting Your Thesis <https://umanitoba.ca/graduate-studies/student-experience/thesis-and-practicum>
- Also see the video about Comps by Dr. J. Watt

Masters of Education – Thesis Route			
Faculty of Graduate Studies Graduation Options and Deadlines			
<i>(These are approximate dates based on historical FGS deadlines. Please confirm deadline dates with FGS.)</i>			
Actions	Graduation Term Options & Deadlines		
	October Grad	February Grad	May Grad
MEd Thesis sent to committee for final approval prior to defence	Jun 15	Oct. 15	Jan. 15
FGS deadline for receipt of thesis/comp exam (defended, final version)	Aug. 20	Jan. 3	March 31

Masters of Education – Thesis Route			
Reverse Timeline and Planning Worksheet			
Please consult your department’s (CTL or EAFP) Supplemental Regulations for specific procedures and deadlines.			
	Task	Approx. time suggested	Estimated completion
Research, Thesis Prep & Defence (10 months)	Advisor: Advises the Dept Admin Assistant of defence. (Include student name, title and abstract of thesis, committee members) (Admin Assistant will book room/meeting link, prepare and distribute announcement and provide necessary paperwork.)	-3 weeks prior to defence	
	Student: implements final revisions and sends final copy to committee	-one month prior to defence	
	Advisor: sends draft thesis to committee for review and revisions (draft should be error-free and compliant with FGS thesis format guidelines)	-one month for committee to review plus 2 weeks for student to implement revisions. This cycle may be	

		repeated until the thesis is defence-ready.	
	Student: submits draft thesis to advisor who will review and makes suggestions for revisions. Some advisors may ask for chapters as they written.	-one month to review; 2-4 weeks to revise. This will likely require more than one cycle.	
	Student: research (including recruitment) and analysis	-min. 3 months	
	Student: prepares REB application	-3 months total (1 month to prepare; advisor reviews and makes suggestions for revision; then 2 months for approval including revisions required by REB)	
Thesis Proposal and Defence (3 months)	Advisor: Advises the Dept Admin Assistant of defence. (Include student name, title and abstract of thesis, committee members). (Admin Assistant will book room/meeting link, prepare and distribute announcement and provide necessary paperwork.)	-3 weeks prior to the defence	
	Student: implements final revisions and sends final copy to committee	-one month prior to defence	
	Advisor: sends draft proposal to committee for review and revisions (draft should be error-free and compliant with FGS thesis format)	-one month for committee to review plus 2 weeks for student to implement revisions. This cycle may be repeated until the thesis is defence-ready.	
	Student: submits draft proposal to advisor who will review and makes suggestions for revisions. (See Appendix for draft outline).	-one month to review; 2-4 weeks to revise. This will likely require more than one cycle.	
	Advisor: in consultation with the student invites committee members to serve on the committee (sharing abstract). Some advisors will ask the student to make these invitations.	1 week to 1 month	
	Student: drafts an abstract (1 page) describing the proposed research for the purpose of sharing with the advisor and prospective committee members; reviewing and refining with Advisor	1 month	

Masters of Education - Comprehensive Route			
Graduation Options and Deadlines			
<i>(these are approximate dates based on historical FGS deadlines. Please confirm deadline dates with FGS.)</i>			
Actions	Graduation Term Options & Deadlines		
	October Grad	February Grad	May Grad
Dates for final comp sent to committee for approval	July 15	Nov. 1	Mar. 1
FGS deadline for receipt of final comp exam (defended, final version)	Aug. 20	Jan.3	Mar. 31

Masters of Education - Comprehensive Route		
Reverse Timeline and Planning Worksheet		
<i>Please consult your department's (CTL or EAFP) Supplemental Regulations for specific procedures and deadlines.</i>		
Task	Approx. time suggested	Estimated completion
Advisor: sends final report form to Dept Admin Assistant approving comprehensive project		
Oral defence: optional (Advisor can work with Dept. Admin Assistant to make bookings, but no formal announcement or paperwork is required)	-one week min between notifying assistant and the defence	
Student: sends final project to Advisor and external reader for approval	- 2-3 weeks to review and provide written feedback; committee may require revisions which must be done within 2 weeks	
Advisor: invites an external reader and shares the student's proposal	-1 week	
Student: prepares paper/project. Reminder that the student must complete the paper/project in the term that they register for the comp.	-max one term (including advisor approval)	
Student: provides the Advisor with a comprehensive paper/project proposal for approval; Advisor provides feedback	-one month to review and provide feedback; student revises (1 week-1 month)	
Student: informs their Advisor of their intention to begin the comprehensive project a minimum of 30 days prior to the start of term in which the project will be completed (no form is required)		