

## Department of Epidemiology, Biostatistics and Occupational Health

### Procedure for tracking of progress

#### Students in M.Sc. (by thesis and by project) programs in both Epidemiology and Biostatistics streams

The normal (expected) timeline for a full-time student is 2 years: successful completion of all required courses in Year 1 and submission of thesis (or completion of requirements for the M.Sc. by project) by August of Year 2. This timeline assumes a September start. Adjust accordingly if you begin at another time or take a leave.

<b>Year 1</b>				[1] Evaluation (by Department) of Fall term coursework							
				[2] Supervisor Nomination Form due at Student Affairs Office [SAO]							
				[3] "Form 1" due at SAO Evaluation of Winter term coursework							
Sep	Oct	Nov	Dec	Jan	Feb 15	Mar	Apr	May 15	Jun	Jul	Aug
				[1]	[2]			[3]			

- [1] Conducted by the M.Sc. Program Director and the M.Sc. Program Advisor. A student who has not performed well in the courses will be contacted by the M.Sc. Program Director. A copy of the evaluation will be placed in the student's file.
- [2] Selection of Supervisor/Project Advisor should be made before this date, so that Form is completed and submitted by deadline.
- [3] The Graduate Student Research Objectives Report Form ("Form 1") is completed by the student and signed by the Supervisor/Project Advisor at or after a meeting of the (approved) supervisor and thesis supervisory committee [if thesis option], or at the first extensive meeting with the Project Advisor. The completed and signed form is reviewed by the M.Sc. Program Advisor.  
The M.Sc. Program Advisor also reviews performance in coursework and forwards any concerns to student and Supervisor.

<b>Year 2</b>				[1] Graduate Student Research Progress Record ("Form 2") and Graduate Student Research Objectives Report Form ("Form 3") due at SAO							
				[2] Inform SAO by email* whether expect to submit thesis (or complete M.Sc. by project) by August 15. If do not expect to do so, submit new Form 1							
				[3] Thesis submission							
Sep	Oct	Nov	Dec 15	Jan	Feb	Mar	Apr	May 15	Jun	Jul	Aug 15
			[1]					[2]			[3]

- 1 Form 2 is completed by student in advance of this date and forwarded to supervisor to review prior to meeting (before December 15). Form 3 is completed and signed by supervisor. The M.Sc. Program Advisor reviews it by January 15.
- 2 If in May the student expected to have completed the program by August 15, but in fact did not complete all requirements by this deadline, then a new Form 1 should be submitted by August 15.

<b>Year 3</b> [ if necessary ]				[1] Graduate Student Research Progress Record ("Form 2") and Graduate Student Research Objectives Report Form ("Form 3") due at SAO [as in year 2]							
				[2] Inform SAO by email* whether expect to submit thesis (or complete M.Sc. by project) by August 15. If do not expect to do so, submit new Form 1							
				[3] Thesis submission							
Sep	Oct	Nov	Dec 15	Jan	Feb	Mar	Apr	May 15	Jun	Jul	Aug 15
			[1]					[2]			[3]

- 1 Following two reports of unsatisfactory progress, the M.Sc. Program Director will review the student's file with the Program Advisor, and make a recommendation to the university concerning the student's continuation in the program.
- 2 If student expected to have completed by August 15, but did not do so, then a new Form 1 should be submitted by August 15.

\*SAO email: [gradcoord1.eboh@mcgill.ca](mailto:gradcoord1.eboh@mcgill.ca)

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