

List of Forms and Documents for MSc in Applied Mathematics:

This document lists and briefly summarizes all the forms that are needed, at one time or another, by students or supervisors. The actual forms that can be obtained through links provided contain detailed information about the processes associated to them.

1) Course Action Request Form

This form is used by the student to request a change in course selection e.g., to drop or add a course. Approval is required by the Graduate Program Director. Only used to make changes to original selection.

Due Date: Before the deadlines to add or drop a course in the current term. See YSGS significant dates www.ryerson.ca/graduate/dates

Responsibility of: The Student.

Student makes an appointment with the Graduate Program Director and takes the completed form to the meeting along with their most recent Program of Study form. Director approves or denies request. If approved and Program of Study needs revision, a revised program of study is created. Student takes signed form along with Revised Program of Study to the Graduate Program Administrator for Processing.

Found online at www.math.ryerson.ca/graduate/forms

2) Directed Studies Request Form

This form is used when a student is requesting to take the Directed Studies Course AM8209.

Due Date: Usually before the start of the term in which the student wishes to take the course but will be accepted until the last date to add a course for that term. See YSGS Significant dates at www.ryerson.ca/graduate/dates

Responsibility of: Initiated by student.

Student speaks with their Supervisor or Graduate Program Director (if student is in their First Term) to obtain approval and develop a proposal. Together with Supervisor/Director establish who is going to be the course Instructor. Student and Course Instructor develop the proposal and course outline and sign the form. Student takes form along with the completed Course Action Form to the Graduate Program Administrator who will get the approval from the Graduate Program Director. Once approved, Graduate Program administrator will process and send scanned copy to the student and course instructor.

Found online at www.math.ryerson.ca/graduate/forms

3) Oral Examination/Defense Schedule Request

This form is used to request the Schedule of an Oral Exam for a student who is ready to defend their Thesis or MRP.

Due Date: Recommended date of no later than July 20th or as soon as a date is confirmed with all committee members as the committee requires 3 weeks to thoroughly review the thesis/MRP

Responsibility of: The supervisor is responsible for arranging the composition of the examination committee, including the Chair, in consultation with the Graduate Program Director.

The form requires entering the composition of the examination committees, notice that the composition of the committees is different for the cases of Thesis or MRP .

Thesis Examination Committee: 4 member committee, one of them the Chair of the Committee is a non-voting member, the other three members are voting members, one of them is the supervisor.

Major Research Paper Examination Committee: 2 voting members, one of them the supervisor, the other member also acts as Chair.

Found online at www.math.ryerson.ca/graduate/forms

4) Program Of Study

The Program of Study establishes the student's plan of courses and research which the student will follow in completing the master's degree. It is the starting point for the student's record and this form sets out the student's projected plan of study for program completion. Please note: THIS IS NOT A COURSE REGISTRATION REQUEST FORM.

DUE DATE: By October 31st, during the student's FIRST term of Registration or as soon as a change to the original Program of Study is made.

Responsibility of: The Student and the Program Director

Student makes an appointment with the Graduate Program Director prior to October 20th of the First term of registration or as soon as a change to the original Program of Study is made. Student and Director fill out the Sections Term and Year to be taken. Once finalized and signed Director makes a copy for the Student and gives original to the Graduate Program Administrator for student file.

Found online at www.math.ryerson.ca/graduate/forms

5) Progress Report

This report is used to maintain a record of the student's progress and to assign a term performance designation to the Master's Seminar and to the Thesis/MRP

DUE DATE: At the beginning of the following term that is being reported ie Fall Reports are due at the beginning of the Winter Term

Responsibility of: The student and Supervisor/Director(if student is in their first term or registration, or does not have a supervisor, or has completed their MRP)

Student meets with their Supervisor or Director prior to the date that the Progress Report is due but after the date that official grades are available. Student attaches a print-out of their term grades from RAMSS. Supervisor fills out the first sections, Student fills out the Student Section. Supervisor assigns the Performance Designation for Seminar and Thesis/MRP with a brief explanation and both the student and Supervisor Sign. Supervisor gives the original Progress Report to the Graduate Program Administrator who will have the Graduate Program Director review and sign.

Found online at www.math.ryerson.ca/graduate/forms

6) Report of the Oral Examining Committee

This form is used to report on the final decision of the oral examining committee.

Due Date: Immediately after the student's oral defense

Responsibility of: The CHAIR of the Examining committee gets all signatures and submits the original form to the Graduate Program Administrator for Grading in the Thesis/MRP.

Found online at www.math.ryerson.ca/graduate/forms

7) Checklist of Expectations for Graduate Student and Supervisor

This form is used to confirm who the student's supervisor is and to ensure that both student and supervisor are aware of the expectations and responsibility of each role.

Due Date: By the end of the First Winter term of Student's registration (by April)

Responsibility of: The student approaches a professor in the Math Department , who they believe would be a good fit to be their supervisor. The student asks if the professor will be interested in being their supervisor for their Thesis or MRP. If professor agrees, this form is submitted along with the students First WINTER progress report.

Found online at www.math.ryerson.ca/graduate/forms

8) TERM Course Selection Form

This form is used by the Graduate Program Administrator to register students in their courses.

Due Date: FALL Course Selection is due by August 31st

Winter is due November 1st (after the Program of Study is created)

Spring Summer (is due by April 15th)

Responsibility of: Graduate Program Administrator and Student

Graduate Program Administrator sends the Term Course Selection Form via email to the students with the Due date. Student fills out the form and returns it to the Graduate Program Administrator for Program Director's signature and then Enrollment.

Found online at www.math.ryerson.ca/graduate/forms

Related Documents:

Thesis / MRP Deadlines www.ryerson.ca/graduate/mathematics/forms/

The YSGS course Management Policy www.ryerson.ca/graduate/policies

Graduate Admissions and Studies Policy www.ryerson.ca/graduate/policies

Graduate Supervision Policy www.ryerson.ca/graduate/policies

Thesis and Dissertation Submissions www.ryerson.ca/graduate/policies

YSGS Significant dates www.ryerson.ca/graduate/dates