

**Master of Arts in  
Public Policy and Administration  
Toronto Metropolitan University**

**MAJOR RESEARCH PAPER (MRP) REGULATIONS**

**MRP Overview**

The Major Research Paper (MRP) is equivalent to two (2.0) course credits. The paper can examine a practical, empirical, or theoretical problem or question. The MRP must demonstrate that the student has a strong understanding of the peer-reviewed literature relating to the topic. The paper normally presents an argument in relation to the literature reviewed. MRPs should relate or engage with scholarship on public policy and/or public administration (broadly understood) at any scale – municipal/local, sub-national, national, or global. Unlike an MA thesis, an MRP normally does not involve original, primary research. If a student wants to collect primary data they must receive TMU ethics board approval. Normally, an MRP is between 40 and 60 double-spaced pages in length.

**MRP Supervisor**

MRPs must be supervised by a faculty member who must be a member of the Yeates School of Graduate Studies (YSGS), Toronto Metropolitan University. MPPA students are responsible for approaching potential supervisors. The MPPA Program Director and Program Administrator can assist students to identify potential supervisors. Most MRP supervisors will be faculty who are affiliated with the MPPA Program; however, there may be the occasion when a student is interested in securing an MRP supervisor from another department or faculty at TMU. Students are encouraged to contact the MPPA Program Director or Program Administrator if they wish to have a supervisor outside the Department of Politics and Public Administration.

**MRP and Previous Course Work**

Students are welcome, where possible, to build on a paper already written for a graduate course. Please note that if you do decide to build on a paper from a previous graduate course, this must be approved by your current MRP supervisor, with an email confirmation, and approved by the professor for whom you wrote the original paper. A copy of the previous course paper must be provided to the supervisor. If you excerpt prior written material submitted for a graduate course, it must be cited properly in your MRP to acknowledge authorship. Further, please note that students are not permitted to submit previous course work for credit in another course without the approval from the MRP supervisor. If you have questions related to this, please contact the MPPA Program Director or your MRP supervisor.

**MRP Proposal**

The Major Research Paper proposal is a one- to two-page description of the proposed work, with a brief list of references. Please refer to the “Early Bird Deadline” table for information related to the stages for completing your MRP.

YSGS guidelines indicate that MA full-time students must submit a formal proposal, approved by the MRP faculty supervisor to the MPPA office, **before the end of the second term**. MA part-time students must submit a formal proposal **before the end of the fourth term**. However, the MPPA Program encourages students to follow the “Early Bird Deadline” table. After an MRP proposal has been approved, a student may modify the proposal, with permission from the MRP supervisor.

**MRP Second Reader**

Major Research Papers will be evaluated by the supervisor and a second reader, who is usually a member of the MPPA faculty and YSGS member. Students should check with their supervisor to discuss possible second readers and the process for approaching and appointing a second reader.

The second reader cannot act in the capacity of co-supervisor and must remain “at arm’s length” from the paper. In the event that the second reader finds the paper unsatisfactory, he or she should consult with the supervisor about possible revisions. The second reader may request revisions before the final paper is submitted to the program.

### **MRP Format**

The MRP must adhere to acceptable academic standards and conform to scholarly requirements with respect to originality and referencing scholarly work, for example. Your MRP must include a title page that contains the following information: title of the paper, student’s name, past degrees/institutions/dates, and the following sentence: “The Major Research Paper is submitted in partial fulfillment of the requirements for the MA degree in Public Policy and Administration, Toronto Metropolitan University”. [Refer to the sample page at the end of this document.]

The MRP should also include an abstract and table of contents.

All final MRPs submitted to the MPPA Program Office will be deposited to the TMU Library for **public access** via the digital repository (<https://rshare.library.torontomu.ca/>). The MRP format must be prepared in accordance with the procedures and information outlined in the *YSGS Thesis, MRP, and Dissertation Submission Guidelines* which are available on-line:

[https://www.torontomu.ca/content/dam/graduate/student-guide/academic-matters/dissertation-thesis-exams/Thesis\\_MRP\\_Dissertation\\_Guidelines1.pdf](https://www.torontomu.ca/content/dam/graduate/student-guide/academic-matters/dissertation-thesis-exams/Thesis_MRP_Dissertation_Guidelines1.pdf)

The responsibility for submitting an MRP in the correct format rests with the author.

Although there is no mandate obligating graduate programs to submit MRPs to the TMU Library, the MPPA Program has implemented this internal requirement as it found that many students do like their papers to be online as they are accessible in support of job applications and future applications to graduate programs. Having both theses and MRPs in the TMU Library online also provides a repository and record of research conducted by program students on a wide range of topics.

### **MRP and Academic Integrity**

All MRP submissions must adhere to TMU’s academic integrity policy [Policy 60 Academic Integrity]. Students are responsible for understanding and complying with Policy 60.

<https://www.torontomu.ca/senate/policies/academic-integrity-policy-60/>

Any questions about plagiarism, originality, or academic integrity should be discussed with the supervisor.

All final MRP submissions are submitted to Turnitin.com. TMU subscribes to Turnitin, a plagiarism education and detection tool. The GPD turns on the Turnitin originality report feature, which allows for the MRP to be cross-referenced with Turnitin.com’s in-house database of millions of manuscripts turned in from schools in Canada, the United States, and the entire internet. The results are compiled into an originality report that outlines any similarities to these sources.

### **MRP Evaluation and Final Steps**

Upon successful completion of the MRP Paper, the supervisor and second reader will assign a final grade using TMU’s graduate grading system. The MRP notation on a student’s transcript will indicate Pass or Fail.

A written evaluation will be submitted to the program office, signed by both the supervisor and second reader. A form is available from the program office for this purpose and a copy is included toward the

end of this document. The supervisor and the second reader may opt to meet with the student to discuss the paper but this is not required. The completed “MA MRP Supervisor and Second Reader Report” will be filed at the MPPA Program by the supervisor and a copy is NOT made available to the student.

If the supervisor and second reader are satisfied that all final minor revisions requested by them have been completed in accordance with academic standards, the final version of the MRP is then considered approved. Please note that the final version of the MRP is to include the Author’s Declaration, which is reproduced below and is to be placed on page two of your MRP and can be cut and pasted from below. The final electronic version of the MRP (including the Author’s Declaration) is submitted to the MPPA Program Office via Turnitin.

Author’s Declaration

I hereby declare that I am the sole author of this MRP. This is a true copy of the MRP, including any required final revisions.

I authorize Toronto Metropolitan University to lend this MRP to other institutions or individuals for the purpose of scholarly research.

I further authorize Toronto Metropolitan University to reproduce this MRP by photocopying or by other means, in total or in part, at the request of other institutions or individuals for the purpose of scholarly research.

I understand that my MRP may be made electronically available to the public.

Deadlines for submission of the MRP to be eligible to graduate are published by the YSGS and the MPPA Program. Students are responsible for being aware of these dates.

**MA MAJOR RESEARCH PAPER PROPOSAL**

Working Title:	
Student's Name:	Student ID:
MRP Supervisor:	
Second Reader (if known at this stage)	

The proposal should consist of a one- to two-page description of the proposed work, with a suggested bibliography.

<p><b>Does your research involve the use of human participants?</b></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (REB approval letter is required in MPPA Program office on or before submission of final electronic copy of MRP)</p> <p><b>If the research involves the use of human participants, please read the Policy on Research Involving Human Subjects at: <a href="https://www.torontomu.ca/research/resources/ethics/">https://www.torontomu.ca/research/resources/ethics/</a>.</b></p>
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\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
I have read and approved the attached proposal and bibliography and agree to serve as supervisor for the Major Research Paper.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Graduate Program Director:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FORMAT FOR TITLE PAGE

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TITLE OF THE MRP

by

[Full name of the author,  
including (under name of author) past degrees, institutions, dates]

An MRP (or: A Major Research Paper)  
presented to Toronto Metropolitan University

in partial fulfillment of the  
requirements for the degree of  
Master of Arts  
in the program of  
Public Policy and Administration

Toronto, Ontario, Canada, year of convocation

© Name of author, year of convocation

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Student: Please attach this form to your research paper

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Master of Arts  
Public Policy and Administration  
Toronto Metropolitan University

**MAJOR RESEARCH PAPER**  
***Supervisor and Second Reader's Report***

Student's Name:	Student's ID:
Title of the Paper:	

**Assessment:** (if additional space is needed, please attach separate page)

**Transcript entry for the MRP:**

Passed

Failed

Grade: \_\_\_\_\_

Supervisor (PRINT): \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor (Signature):

\_\_\_\_\_

Second Reader (PRINT): \_\_\_\_\_

Date: \_\_\_\_\_

Second Reader (Signature):

\_\_\_\_\_

Supervisor: Please forward this form to the program office and DO NOT return it to the student when completed.

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Approved:

\_\_\_\_\_  
Graduate Program Director Signature

\_\_\_\_\_  
Date