TRANSFER TO PHD
Policy and Procedures

1. For a student to transfer from M.Sc. to Ph.D. in the Biochemistry Department, the student must have completed his/her graduate program course requirements and obtained at least a high B in each (ie 75%).

2. The transfer should be initiated by the supervisor after consultation with the supervisory committee. The supervisor will send to the Deputy Head (Graduate Studies) and to the student a written appraisal of the student’s progress based on:
   a) research progress: publications, abstracts, seminars presented.
   b) ability of the student to successfully complete the Ph.D. program and defend the thesis.
   c) the potential of the research project to provide sufficient scope to allow for a more in-depth investigation needed for Ph.D.

3. The Deputy Head will consult with the Head who will then establish a group of three examiners to evaluate the student and to make a recommendation on transfer to the PhD program. The committee of three can include one supervisory committee member but will not include the supervisor. At least two of the three members must be full-time academic faculty members from within the Department. Those who are not full-time academic staff are not eligible to serve on the examination committee; however, Professors Emeritus and Adjunct Professors are eligible to serve. All members of the examining committee must be physically present at the exam.

4. The student will be required to: (i) provide members of the committee with a 10 page written report consisting of work already done and some details of research to be carried out subsequent to the transfer (tables and/or graphs should be appended to this 10 page report); and (ii) give a seminar of no more than 30 minutes to the whole department on work already done and plans for future research. The report shall be submitted to the examination committee at least 7 days prior to the seminar.

5. The examination will be chaired by the Head of the Department or Deputy Head (Graduate Studies) or a delegate. Following the seminar, there will be an in-depth question period by the examining committee in which the student will be required to successfully defend the work already performed and show a general
understanding and appreciation of the particular field of research and proposed experiments. There will also be a general question period. The seminar and question period will normally not exceed 1 hour.

6. Based on the above, the committee of three will make a written recommendation to the Head of the department.

Revised November 10, 2009