

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 (or 75%) in each course. The transfer should normally occur within two years of MSc enrollment.
2. The transfer should be initiated by the supervisor after consultation with the supervisory committee. The student will submit a 10 page written report to the supervisory committee, consisting of work already done and some details of research to be carried out subsequent to the transfer. The 10 pages excludes references, tables and/or graphs; these should be appended to the 10 page report. The 10 page report should be formatted with 1 inch margins, Times New Roman 12 Font, and a line spacing of 1.5. The supervisor, after consultation with members of the supervisory committee, will send to the Deputy Head (Graduate Studies) and to the student a written appraisal of the student's progress at least 2 weeks prior to the scheduled examination date. The written appraisal shall be based on:
 - a) the student's 10 page written report approved by the supervisory committee;
 - b) research progress: publications, abstracts, seminars presented;
 - c) ability of the student to successfully complete the Ph.D. program and defend the thesis; and
 - d) the potential of the research project to provide sufficient scope to allow for a more in-depth investigation needed for Ph.D.
3. The examination committee will be comprised of the supervisor, the supervisory committee, and the Deputy Head (Graduate Studies) or delegate. An additional examiner shall also be appointed by the Head. All members of the examination committee must be physically present at the exam.
4. The student will be required to: (i) provide the 10 page written report to the examination committee; and (ii) give a seminar of no more than 20 minutes to the examination committee on work already done and plans for future research.
5. The examination will be chaired by the Deputy Head (Graduate Studies) or delegate. Following the seminar, there will be an in-depth question period by the

examination committee, during 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. The seminar and question period will normally not exceed 75 minutes.

6. Based on the above, the examination committee shall come to a decision on the student's performance. The chair of the committee shall report the result and a written report to the Head of the Department, who shall report to the School of Graduate Studies.

Revised and approved January 15, 2015^{SKC}