To transfer from the MSc program to the PhD program within the Department a student must complete all the requirements noted on the following checklist. **Part A should be signed by the student’s current supervisor upon completion and submitted to the Department office as a complete package** that includes the written report described below. Upon receiving confirmation from the Department office the student will then arrange a meeting date that is agreeable for ALL committee members. The Department Office will confirm a chairperson. The chair will bring the original form and the signature form to the transfer meeting for completion of both. If successful, the student is then free to apply for “transfer” to the PhD program via the online application on the Faculty of Graduate Studies website.

**Part A**

- 1. The student has been in the MSc program for less than 18 months
- 2. The student has completed 6 credit hours (1.5 FCE) of coursework; a 0.5 FCE corresponds to a course that runs for a full term.
- 3. The student has a GPA > 3.0 based on these graduate level courses
- 4. The student has passed their M.Sc. thesis proposal
- 5. The student has received a satisfactory rating in at least one Progress Report
- 6. The prospective PhD supervisor* has sufficient funds and by signing below is making a **written** commitment to provide a stipend (of not less than $18,400 per annum) for at least two additional years of support. *If the current and prospective supervisor is not the same then both should print their name and sign below.
- 7. Have completed a written report of normally two-three pages that
  - a. provides evidence of research competence or a capacity for independent and original research appropriate for the Ph.D. level (e.g., ability to understand and employ scientific method in an ethical manner, and present findings),
  - b. describes a project that is appropriate for a PhD (which may be a more comprehensive continuation of the MSc project)

______________________________  ________________________________
Signature of Supervisor(s)          Print name of Supervisor(s)

______________________________
Today’s date
Part B  To Be Completed by the Chair and Examining Committee

8. The student must provide to the examination committee (supervisory committee plus one member of the Graduate Program Committee) a 30 minute presentation addressing and in support of the written submission covering points 7a. and 7b. from Part A.

9. The student must pass an oral defense (normally 1 hour) of their written report and presentation – a pass requires that the examination committee members agree, with no more than one dissenting vote, that the student has met the requirements outlined in 7.

Student Name (LAST, First) ________________________________________

This will certify that the above-named student has successfully met and/or completed all the requirements as set out by the Department of Physiology & Pathophysiology Supplemental Guidelines for transfer to the PhD program.

Title of Proposal:
________________________________________________________________________
________________________________________________________________________

Committee of Examiners
____________________________________________
____________________________________________
____________________________________________
____________________________________________
____________________________________________

Chaired by (printed name and signature) ______________________________________

Date ____________________________
mm/dd/yyyy

Part C  To Be Completed by the Department Head
The request to transfer to the PhD program within the Department of Physiology & Pathophysiology of the above-named student has been approved without reservation or with the attached reservation(s). Please note: Where appropriate, the student should obtain approval for the proposal from the Ethics Review Committee.

Department Head __________________________________________

Signature ____________________________________________________________________________

Date ________________________________________________________________________________
mm/dd/yyyy