

# Transferring to the PhD Program

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## Criteria

The supervisory committee may recommend that a student be reclassified from the Master's program to the PhD program. The Master's thesis-based research project must be restructured in a suitable manner to meet the more independent research goals of a PhD program. In the case of promotion to the PhD program the following conditions must be met:

- The GPA based on courses taken during the student's graduate program is normally 3.5 or greater;
- The student's supervisory committee must provide written notice to the Graduate Program Committee (GPC) that a Master's student has demonstrated the ability to pursue research at a level expected of a PhD student.

## Procedure

The student requests a transfer to the PhD program by submitting the following items:

- A letter written by the student requesting the transfer;
- The student's CV listing education, employment, publications, poster presentations, awards/scholarships held, etc.;
- A research proposal;
- A letter from the student's supervisor supporting the request;
- A letter from supervisory committee supporting the request.

Transfer requests are reviewed twice per year with a deadline date of the first Monday in December (to be reviewed at the December GPC meeting; category change effective January 1) and the first Monday in May (to be reviewed at the May/June GPC meeting; category change effective September 1). Student must complete one full year of their graduate program before requesting a transfer (i.e. students who began their program in January 2020 must wait to April 2021 to apply to transfer; students starting September 2021 must wait until December 2022 to apply to transfer). Students can submit their transfer requests at any time throughout the year; however, the committee will only review and approve transfers on the dates indicated above. Students requesting a transfer are required to give a 15 minute Power Point presentation consisting of a maximum of 10 slides that show (1) overview of the project; (2) MSc objectives, (3) new PhD objectives, (4) why it is important for them to transfer. Please contact the Graduate Program Administrator ([grad.ales@ualberta.ca](mailto:grad.ales@ualberta.ca)) to ask for a sample of a previous Power Point presentation. If the transfer is approved by the GPC, the student and supervisor are informed and the recommendation is forwarded to Faculty of Graduate Studies and Research (FGSR).

## **Checklist**

Verify that the following items have been met and submitted for the transfer request:

- GPA must be 3.5/4.0 or higher;
- A letter written by the student requesting the transfer. Include in the letter why you want to transfer and the benefits of the transfer to you (future goals and how the transfer will help you accomplish these goals);
- TWO letters of support - one from supervisor and one from a supervisory committee member - approving the request, highlighting the student's accomplishments during the current program, student's capability to complete a PhD program, and discussing the significance of the PhD expanded project;
- A detailed CV listing education, employment, publications, poster presentations, awards/scholarships held, and any other relevant details;
- A research proposal that follows the same format as the candidacy exam report, as outlined in the Candidacy Exam Information document on the website.

## **NOTE TO STUDENTS AND SUPERVISORS**

- Students are required to complete the candidacy examination within 1 year of the transfer to the PhD program.
- A new Memorandum of Understanding (MOU) will be sent to the student and supervisor if the transfer is approved. The student's stipend will increase to the minimum PhD rate (\$2,083.33/month) on the effective date of the transfer (September 1 or January 1).