

## **Transfer From M.Sc.F To Ph.D. Program (Policy/Procedure)**

Outstanding students may request, after 9 months and well before 12 months in the M.Sc.F. program, to be considered for transfer to the Ph.D. program without completing the M.Sc.F. thesis requirement. Candidates who wish to be considered for such a transfer must have clearly demonstrated their ability to complete their M.Sc.F. coursework with “A-” standing and to carry out research at the doctoral level, i.e., their progress to date should be outstanding and comparable to that of a starting Ph.D. student.

A student who is approved for transfer from the M.Sc.F. to the Ph.D. is required to complete the course requirements as specified in the Forestry entry of the School of Graduate Studies’ calendar (FOR 1000H, FOR1001H, two half-courses to meet the M.Sc.F. requirement plus one additional half-course).

### **Departmental Procedures:**

Consideration for possible transfer must be initiated by the student through discussion with his or her Supervisory Committee after first and second term M.Sc.F. course results are known.

In preparation for consideration by the Supervisory Committee, the student must prepare an up-to-date M.Sc.F. progress report and an extended thesis proposal that includes details on the

- (i) proposed research if the student continues with the M.Sc.F., and
- (ii) proposed course work and research proposal if permission to transfer to the Ph.D. program is granted.

The supervisor’s written recommendation, on behalf of the student’s Supervisory Committee, must be submitted to the Graduate Coordinator within 12 months of the student’s entry into the M.Sc.F. degree program. Supporting documentation to be included with the recommendation letter includes a summary of the student’s research and academic progress, the thesis proposal (as above) and a proposal for continued funding of the student.

The Graduate Coordinator will convene a meeting of a Ph.D. Transfer Committee to consider the transfer recommendation. The Transfer Committee will consist of the Supervisory Committee (at least two members must attend), a representative of Forestry’s Graduate Admissions and Awards Committee (to chair the Transfer Committee meeting) and at least one graduate faculty member from another graduate department outside of Forestry who is not a member of the student’s Supervisory Committee<sup>1</sup>. When the Transfer Committee’s membership and the meeting date/time have been arranged, and at least seven days prior to the meeting, the meeting will be confirmed by the Graduate Coordinator, in writing, to the student under consideration and to members of the Transfer Committee, with copies of all supporting documents.

The Transfer Committee will review the documentation provided, and will then meet to consider the student's academic performance, progress to date in the M.Sc.F. program and the revised research proposal. The student will be asked to present the revised proposal and progress to date orally at the meeting (20 minutes) and defend the proposal in the discussion that follows.

The Chair will complete and submit a report (see attached form) with the Transfer Committee's recommendations and comments. If appropriate, the report should include information on the recommended Ph.D. Supervisory Committee, additional course requirements and a proposal for funding the student. If the Transfer Committee's report recommends that the student be transferred to the Ph.D. program, their report will be considered by Forestry's Graduate Admissions and Awards Committee for a final decision. Forestry's Graduate Admission and Awards Committee reserves the right to interview the student and/or supervisor prior to making the final determination on transferability (normally within 2 weeks of receipt of the Transfer Committee's recommendation).

Transfer requests for candidates recommended by the Graduate Admissions and Awards Committee will be submitted to SGS for confirmation and processing.

The meeting that transfers a student from an M.Sc.F. to a Ph.D. program can simultaneously be used to undertake a qualifying examination provided that the procedures outlined in the qualifying exam document are followed and that the supervisory committee is aware of this dual purpose of the meeting at least two weeks prior to the exam. In this case, the committee's deliberations are a two-step process: 1) is transfer to a Ph.D. program advised and, if so, 2) what is the outcome of the qualifying exam? Prior to contemplating such a dual-purpose meeting, it is recommended that the student's supervisor discuss the possibility with the graduate coordinator.

<sup>1</sup>. This member could potentially join the expanded Ph.D. supervisory committee if transfer is approved.

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