Toronto Metropolitan University

Faculty of Engineering & Architectural Science
Graduate Studies

Transfer form for Master of Applied Science (MASc) program to Doctoral (PhD) program

Section A: Overview

In exceptional cases when academically strong masters students demonstrate research potential it is possible to transfer to a Doctoral program before completion of their Master's program. The requirements for transfer are:

- be enrolled in a Master of Applied Science (MASc) program at TorontoMet University in the Faculty of Engineering and Architectural Science before the beginning of their 5th term;
- have completed all of the course requirements for the Master's degree with a minimum A- (3.67) average;
- have demonstrated strong research potential, presented through the research plan that is a part of this application;
- should have at least "Good" rankings of all submitted progress reports;
- **complete their candidacy examination at the earliest opportunity, ensuring it occurs within 12 months of transferring to the PhD program but not exceeding this time frame;**
- sign the waiver below stating that *they will not be eligible for the Master's degree if they do not complete the PhD*.

Section B: Application procedure

1. Applications for a transfer must be submitted to the Associate Chair/ Program Director, Graduate Studies for approval before the first day of classes for the term in which the change is requested.
2. To apply for transfer, the student must submit **this form**, together with the **required supporting documents** outlined in the form**.** Recommendations on acceptance/rejection will be made by the Program Admissions Committee, and approved by the Associate Chair/ Program Director, Faculty Associate Dean and the Vice-Provost and Dean, Graduate Studies.
    a. this application form;
    b. an one-page statement that presents a demonstration of a current research progress;
    c. letter(s) of support from the PhD supervisor(s) outlining specific reasons for the student's transfer, including details on how research potential has been demonstrated;
    d. research plan (2 - 3 pages, written in appropriate academic format for the discipline) including a timeline for the proposed research work; developed in collaboration with the supervisor(s);
    e. unofficial transcript;
    f. most recent progress report
    g. stipend commitment form from supervisor (4 years from the start of their PhD program).

Section C: Student Information	
Last Name, First Name:	**Student ID:**
Program (e.g., Mechanical MASc):	
Current Status: FT PT Inactive	**First term of registration in Master's program:**
Supervisor's name:	**Term: Year:**
Change request to: Full-time PhD in:	effective:
Waiver: If approved into the above-named Doctoral program before completion of my Master's degree I agree to waive my rights to the Master's degree. If I fail to complete the doctoral degree, I understand that I won't be eligible to apply for reinstatement into the Master's program, nor will I be eligible to apply for the Master's degree, regardless of progress in the Doctoral program.	
Student Signature:	**Date:**

Section D: The following completed master's courses will be counted towards the PhD coursework requirement. These courses must be qualified at the PhD level.	
Course code	**Course title**

Section E: Approvals (in sequence)			
Supervisor(s) (Print):			
Approved	Denied	**Signature(s):**	**Date:**
Associate Chair / Program Director, Graduate Studies (Print):			
Detail the reasons supporting or denying the student's transfer to the PhD program:			
This MASc to PhD transfer request has been approved/denied by our Program Admission Committee.			
Approved	Denied	**Signature:**	**Date:**
Faculty Associate Dean (Print):			
Approved	Denied	**Signature:**	**Date:**
Vice Provost and Dean (Print):			
Approved	Denied	**Signature:**	**Date:**

VERIFICATION by Graduate Program Office	
From Program Code:	To Program code:
Effective term:	
Student Status: Domestic	International