

Students who are interested in transferring from an incomplete Masters degree in a Faculty of Engineering Department must have their supervisor complete this form and submit it in conjunction with the [GSPA Program/Plan Change form](#). Supervisors should be aware of PhD Comprehensive Completion [deadlines](#) for transfer students before completing this form. In order to request transfer to a PhD program a student must not be beyond the fourth academic term of their current Master's program and have:

- An excellent undergraduate record
- A current in program average over 83%
- A clearly defined research program that is likely to satisfy the research proposal component of the PhD comprehensive examination
- A demonstrated aptitude for research
- Adequate English language skills

**Instructions:**

- 1) Student should complete section 1 of the form with all personal information. The Department Coordinator will need to verify this information.
- 2) The supervisor should complete all portions of section 2 and 3 with as much detail as possible
- 3) Student should submit this form as well as a copy of their **unofficial transcript** and **up-to-date C.V.** to their Department Coordinator along with the [GSPA Program/Plan Change form](#).

**Deadlines:**

EGSO deadlines for receipt of approved forms:

- Fall Term - October 1
- Winter Term - February 1
- Spring Term - June 1

**Section 1: Student Information**

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Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Department: \_\_\_\_\_ ID #: \_\_\_\_\_

Supervisor(s): \_\_\_\_\_

Program Admission Date: \_\_\_\_\_ Current Program: \_\_\_\_\_ Current Avg.: \_\_\_\_\_

**Academic Background:**

Most Previous Relevant Degree: \_\_\_\_\_ Institution: \_\_\_\_\_

Country of Institution: \_\_\_\_\_ CGPA: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**Section 2: Rational for Change**

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The supervisor(s) of the student must provide a statement of support in each of the following areas (additional pages may be attached as needed):

**Academic Excellence (Undergraduate and Graduate)**

**Description of research program****Evidence of research abilities (e.g. research output, major awards) *\*\*include full citations for any publications\*\******English Language Proficiency****Additional Notes (i.e. expected Comp term, area of research, courses to transfer, special degree requirements)****Section 3: Funding Commitment**

All students enrolled in the PhD program must receive a minimum total of 4 years (12 terms) for PhD-2 and 5 years (15 terms) for PhD-3 of full-funding from the start of their graduate studies. Please indicate the level of support which will be provided to the above named student:

**Supervisor Funding:** \$ \_\_\_\_\_ per term, up to and including term \_\_\_\_\_

**Dept Funding:** \$ \_\_\_\_\_ per term, up to and including term \_\_\_\_\_

**ENG Funding:** \$ \_\_\_\_\_ per term, up to and including term \_\_\_\_\_

**Note:** Amount must meet [minimum PhD funding threshold](#)

**Section 4: Approval Signatures**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**Verification of the form must be signed off on by Department Coordinator**

Department Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_