

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** - December 31
- **Spring Term** - June 1

Section 1: Student Information

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

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: _____