MSc to PhD Transfer Exam Checklist

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| Task  Pre-Exam | Done By |  |
| 1. Student's advisory committee recommends MSc to PhD Transfer (last committee meeting) | Committee | 🞎 |
| 1. Preparation of Research Proposal  * Department requirements: see [Program transfers](https://www.lmp.utoronto.ca/current-graduate-students)  https://www.lmp.utoronto.ca/current-graduate-students | Student | 🞎 |
| 1. Submit Research Proposal to Supervisor | Student | 🞎 |
| 1. Student and Supervisor decide on the composition of the Exam committee (Exam committee is composed of Exam chair, advisory committee, and two other graduate faculty members, one of whom is a member of another graduate unit) | Supervisor and Student | 🞎 |
| 1. Student and Supervisor consult with the committee members to finalize the date and time for the Exam | Supervisor and Student | 🞎 |
| 1. Book Exam room (if the student opts to hold Exam in the Medical Sciences Building, the student will inform the graduate office. The graduate office will book the room) | Student or Department | 🞎 |
| 1. Submit [Transfer Request form](https://lmp.forms-db.com/view.php?id=15688) (at least 4 weeks before Exam)  https://lmp.forms-db.com/view.php?id=15688 | Student | 🞎 |
| 1. Exam is approved by the Department | Department | 🞎 |
| 1. Send Research Proposal to the Exam Committee and Chair (at least two weeks before Exam) | Student | 🞎 |
| 1. Send [MSc to PhD Transfer Exam Chair Instructions](https://www.lmp.utoronto.ca/file/232) and [Exam Report](https://www.lmp.utoronto.ca/file/231) to the Exam Chair   https://www.lmp.utoronto.ca/file/232 https://www.lmp.utoronto.ca/file/231 | Student | 🞎 |
| Post-Exam |  |  |
| 1. Submit [Exam Report](https://www.lmp.utoronto.ca/file/231) to the Department (MSB 6209)  https://www.lmp.utoronto.ca/file/231 | Student | 🞎 |
| 1. Submit [Program Transfer](https://www.sgs.utoronto.ca/wp-content/uploads/sites/253/2019/06/ProgramTransfer.pdf) to the Department (MSB 6209)  https://www.sgs.utoronto.ca/wp-content/uploads/sites/253/2019/06/ProgramTransfer.pdf | Student | 🞎 |