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://lmp.utoronto.ca/program-transfers-between-msc-and-phd)  <https://lmp.utoronto.ca/program-transfers-between-msc-and-phd> | 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 one other graduate faculty member). | 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://lmp.utoronto.ca/sites/default/files/inline-files/Transfer%20Chair%20instructions%2020220209.pdf) and [Exam Report](https://lmp.utoronto.ca/sites/default/files/inline-files/Graduate%20forms_MSc%20to%20PhD%20Transfer%20Examination%20Committee%20Report.docx) to the Exam Chair   <https://lmp.utoronto.ca/sites/default/files/inline-files/Transfer%20Chair%20instructions%2020220209.pdf>  <https://lmp.utoronto.ca/sites/default/files/inline-files/Graduate%20forms_MSc%20to%20PhD%20Transfer%20Examination%20Committee%20Report.docx> | Student | 🞎 |
| Post-Exam |  |  |
| 1. Submit [Exam Report](https://lmp.utoronto.ca/sites/default/files/inline-files/Graduate%20forms_MSc%20to%20PhD%20Transfer%20Examination%20Committee%20Report.docx) to the Department (MSB 6209 or lmp.grad@utoronto.ca)  <https://lmp.utoronto.ca/sites/default/files/inline-files/Graduate%20forms_MSc%20to%20PhD%20Transfer%20Examination%20Committee%20Report.docx> | Student | 🞎 |
| 1. Submit [Program Transfer](https://www.sgs.utoronto.ca/wp-content/uploads/sites/253/2019/06/ProgramTransfer.pdf) to the Department (MSB 6209 or lmp.grad@utoronto.ca)  <https://www.sgs.utoronto.ca/wp-content/uploads/sites/253/2019/06/ProgramTransfer.pdf> | Student | 🞎 |