Preamble

Transfers from the MSc to PhD program in Computer Science fall into the following two categories determined by the student’s prior degrees:

1. Students entering MSc without a prior MSc, and
2. Students entering MSc with a prior MSc.

The processes for each category are described in the following sections.

*Note that all transfers are subject to the Academic Regulations as posted in the University of Calgary Graduate Calendar.*

**Category 1: Students without MSc on entry**

Students without a MSc who apply for entry to the PhD program are normally admitted first to the MSc program. If their progress in the first year is of PhD caliber they can apply to transfer to the PhD program. Also, other students in the MSc program who are making exceptional progress may apply for transfer. A GPA of 3.7 or better on graduate courses is expected of students applying for transfer. In addition, the student should have substantial evidence of research success such as a publication accepted to a well-recognized journal or conference. The supervisor of a student in the MSc program must request that a student be evaluated for transfer to the PhD program.

A Transfer Committee is appointed by the Graduate Director to evaluate the application and make a recommendation. This includes the intended members of the Supervisory Committee should the transfer be approved, together with others knowledgeable in the subject area. The student supplies the Committee with a dossier specifying a research program, and other material supporting the transfer, such as published or submitted papers, technical reports written by the student, draft MSc chapters, and so on. The evaluation for transfer includes a meeting of the committee in which the applicant gives a 15 to 20 minute presentation on the proposed research program, and then responds to questions from the committee members using a format similar to MSc oral exam.

If the Transfer Committee recommends the transfer, it sends this recommendation to the Graduate Committee, which normally endorses it and sends it to the Faculty of Graduate Studies for approval.

*Note that, per the Academic Regulations, “Current time in program will be credited”. The burden is on the student to be aware of the implications of the transfer including deadlines for coursework and candidacy that will apply.*
Category 2: Students with MSc on entry

This section applies to MSc students who met all requirements for entry into the PhD program before entering the MSc Computer Science program at the University of Calgary. Although the intent of this category is to facilitate a transfer when a potential PhD student was admitted as an MSc student to mitigate risk, this option is open to any MSc student that fits the category.

The transfer procedure is as follows.

1. The student and supervisor discuss the possibility for a transfer to the PhD program before an offer of admission.

2. The student applies to and is approved for admission to the PhD program. The admissions committee does not consider the possible admission to MSc in its assessment.

3. On the recommendation of the supervisor, the student is admitted to the MSc program.

4. The student must complete all qualifying courses listed in the MSc admission letter.

5. Between 8 months and 12 months from start of program, the supervisor and student meet to discuss a transfer to PhD. If both agree, proceed to the next step.

6. Identify the members of the PhD supervisory committee.

7. The supervisor submits a request for transfer to the Graduate Director along with the names of supervisory committee members. The Graduate Director in turn coordinates with administrators to enact the transfer and to appoint the committee.

8. The student proceeds on the PhD timeline.

*Note that all program requirements for the PhD including coursework and candidacy remain the same. The time already in program for the MSc counts as time in the new PhD program, i.e., the candidacy deadline is 28 months from from the original start start date of the MSc program.*