



Instructions for the MSc to PhD Transfer Examination Chair

The chair is responsible for the proper proceedings of the examination. The chair is not required to read the proposal or ask questions during the exam.

Responsibilities of the chair are:

1. To ensure that the student is given a reasonable opportunity to present and defend the research proposal.
2. To ensure that the student alone defends the proposal. The supervisor and examination committee members may not answer questions posed to the student.
3. To ensure that the student is treated fairly and respectfully.

Before the examination, the chair should:

1. Ensure that a quorum of three voting members are present (two members of the student's advisory committee; and one other graduate faculty member who is from any graduate unit). N.B. the supervisor(s) is a non-voting observer.
2. Confirm that each member of the examination committee has read the proposal.
3. Inform committee members that the student is being evaluated on knowledge related to the proposal and on their ability to defend the proposed research.
4. Determine the order of questioning. Usually, non-advisory committee members ask questions before the advisory committee members. **The supervisor(s) is not allowed to make comments or ask questions.**

On conducting the examination, the chair should:

1. Ask the student to give a 20-minute presentation.
2. Limit the time of questioning to 10 minutes per examiner per round of questions.
3. Limit the rounds of questioning to two, unless the chair believes that a third round of questions is required for the committee to reach a decision.

On completion of the examination, the chair should:

1. Ask the student and supervisor(s) to leave the room.
2. Ask the committee to discuss the student's general knowledge and the defence of research proposal.
3. Distribute the examination committee report for voting.
4. A recommendation to transfer to the PhD program will not occur if there is more than one negative vote or abstention.

If the committee does not recommend transfer to the PhD program, the chair should ask the committee to reach a consensus decision on one of the following options:

1. The student must revise the proposal and re-take the oral examination within 6 weeks.
2. The student must re-take the oral examination within 6 weeks, with no proposal revision.
3. The student is asked to complete an MSc degree.