# DEPARTMENT OF BIOLOGY

STUDENT CHECKLIST AND BIOLOGY TRANSFER EXAMINATION PROCESS

*Please visit our “Guide to Graduate Studies” at:*  
[http://www.biology.mcmaster.ca/graduate-guide/graduate/graduate-guide](http://www.biology.mcmaster.ca/graduate-guide/graduate/graduate-guide)

| Name: __________________________ | Date: __________________________ |

## BIOLOGY TRANSFER EXAMINATION PROCESS:
*(Transfer Exam must be completed within 12-20 months from initial registration).*

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<th>TIME LINE</th>
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| **1.** “Transfer Examination Committee” is arranged by Supervisor, Supervisory Committee Member and Student.  
Transfer Examination Committee consists of three faculty members:  
i) Supervisor  
ii) Supervisory Committee Member  
iii) Biology faculty member external to Supervisory Committee. | Upon receiving approval to transfer at supervisory committee meeting. | ❌ |
| **2.** For “Transfer Examination”, in consultation with Supervisor, the Student prepares “Research Outline” - (2 pages).  
The “Research Outline” consists of:  
*Title, Overall Goal of Hypothesis, Short and Long-Term Aims, General Plan of Action, Expected Outcomes, Significance of Proposed Work.* | Upon receiving approval to transfer at supervisory committee meeting. | ❌ |
| **3.** To initiate “Transfer Examination” process, Student provides (#1) and (#2) to Graduate Studies Associate Chair by email (jpxu@mcmaster.ca) with cc to supervisor and Academic Program Asst. (Graduate) biolgrad@mcmaster.ca  
| Two (2) weeks before “TE” date. | ❌ |
| **4.** Confirm Date and Time with all Transfer Examination Committee Members:  
Room Booking is completed at:  
Please ensure 1/2 hour before the start of your exam for set-up  
CONFIRMED ROOM LOCATION: ______________ | Two (2) weeks before “TE” date. | ❌ |
| **5.** Graduate Studies Associate Chair’s Role:  
If satisfied with Transfer Examination Committee selection and two-page “Research Outline”, email is sent to student requesting (#4) information. | Two (2) weeks before “TE” date. | ❌ |
| **6.** Once (#4) information is received, Graduate Studies Associate Chair approves “Transfer Examination” by email to Student, and “cc” to Supervisor and TE Committee member, and Academic Program Asst. (Graduate). | 10 days before “TE” date. | ❌ |
| **7.** In addition to the “Research Outline” (#2), Student also prepares “Progress Report”. This report may consist of: *Introduction; Objectives, Goals and Aims; Research Progress to Date, Conclusions and Significance.* There is no set page limit. | Begin preparation after submitting “Research Outline”. | ❌ |
| **8.** Student provides and emails (#2) and (#7) reports to Transfer Examination Committee Members and Academic Program Asst. (Graduate Studies) | 7-10 days before TE date. | ❌ |