

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>

Name: _____

Date: _____

| BIOLOGY TRANSFER EXAMINATION PROCESS: *(Transfer Exam must be completed within 12-20 months from initial registration). | TIME LINE | COMPLETED <input checked="" type="checkbox"/> |
|---|---|---|
| 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. | <input type="checkbox"/> |
| 2. For "Transfer Examination", in consultation with Supervisor, the Student prepares "Research Outline"- (2 pages). The "Research Outline" consists of: <i>Title, Overall Goal of Hypothesis, Short and Long-Term Aims, General Plan of Action, Expected Outcomes, Significance of Proposed Work.</i> | Upon receiving approval to transfer at supervisory committee meeting. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 4. Confirm Date and Time with all Transfer Examination Committee Members: Room Booking is completed at: http://www.biology.mcmaster.ca/resource-booking/ Please ensure 1/2 hour before the start of your exam for set-up CONFIRMED ROOM LOCATION: _____ | Two (2) weeks before "TE" date. | <input type="checkbox"/> |
| 5. <i>Graduate Studies Associate Chair's Role:</i> 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. | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 7. In addition to the "Research Outline" (#2), Student also prepares "Progress Report". This report may consist of: <i>Introduction; Objectives, Goals and Aims; Research Progress to Date, Conclusions and Significance.</i> There is no set page limit. | Begin preparation after submitting "Research Outline". | <input type="checkbox"/> |
| 8. Student provides and emails (#2) and (#7) reports to <u>Transfer Examination Committee Members and Academic Program Asst. (Graduate Studies)</u> | 7-10 days before TE date. | <input type="checkbox"/> |