

# HRM *QuickReference* Sheet

## MSc to PhD Transfer

### What is it?

The MSc to PhD transfer procedure is designed for MSc students who have been recommended by their supervisor to transfer to the HRM PhD Program. Usually this occurs when the proposed PhD supervisor of a thesis-based MSc student in HRM recommends review for a transfer to PhD status without the completion of the MSc degree.

The objectives of the transfer defense are:

- i) to assess the progress of the student towards the Master's degree
- ii) to assess the potential of the candidate to carry out independent, original research
- iii) to consider the suitability of the candidate's research for PhD thesis work

### When should the process be started?

The transfer procedure is typically initiated after the student has successfully completed the following half courses: HRM 721, an additional HRM research methods course, an HRM statistics course, and two additional half courses selected by the student and faculty advisor. The student must have a minimum average of A- in the MSc curriculum with no grade less than B to be considered for transfer. The student must also successfully complete five half courses and the research internship prior to the transfer meeting.

For full time students, the Transfer meeting occurs between 12 and 18 months of study. For part-time MSc thesis students, this period is extended to 20-36 months.

Students who wish to transfer from MSc to PhD status must write a critical **Transfer Report** and provide an up-to-date curriculum vitae (CV).

The Transfer Report will consist of two parts: **1.** a synopsis and discussion of the research work accomplished to date in the MSc curriculum (**No more than 10 double-spaced pages**) **2.** a thesis proposal outlining the type of the methodological research to be carried out for the PhD degree. (**No more than 20 double-spaced pages** **\*\*\* documents longer than 20 pages will be returned and the meeting will be cancelled**).

At this time, the student will be expected to have identified a PhD supervisor and at least one PhD Supervisory Committee member and the thesis proposal will be the result of discussions between the student and the proposed supervisor.

The Transfer Report **must be** submitted to the Transfer Committee and the HRM program no less than one week prior to the Transfer meeting date. The student will present his/her work and ideas for PhD study orally to the student's Transfer Committee at the Transfer Committee meeting.

**Students must notify the HRM Program Office three months prior to the date of their expected transfer. Transfer meetings are not held during the last two weeks of August.**

Meetings to decide on a recommendation for transfer from MSc to PhD status may occur any time during the year, but transfers become effective on the following dates: September 1, January 1, or May 1.

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Please note: Transfer meetings must normally be approved prior to the effective date of the transfer, but at the discretion of the program and the School of Graduate Studies may be approved up to three weeks after the start of the term.

The transfer meeting will be arranged by the HRM Program Office and the student. The transfer committee and the Assistant Dean, HRM will be notified.

## **Who do I contact to get information or forms?**

The detailed transfer process is available in the HRM MSc Manual under the section “Policy & Procedure for Transfer from MSc to PhD”. The MSc Manual is available online at [http://fhs.mcmaster.ca/hrm/info\\_resources.html](http://fhs.mcmaster.ca/hrm/info_resources.html).

## **Key dates for your MSc to PhD transfer are as follows:**

- For full time students, the Transfer meeting occurs between 12 and 18 months of study. For part-time MSc thesis students, this period is extended to 20-36 months.
- Transfers become effective at the beginning of a Term: September 1, January 1, or May 1.
- The Transfer Request form is submitted to the HRM program three months prior to the transfer becoming effective.
- Students write a **Thesis Proposal**. (No more than 20 double-spaced pages, documents longer than 20 pages will be returned and the meeting will be cancelled).
- The Transfer Report (i- Synopsis of research work and ii- Thesis Proposal) and CV is submitted to the Transfer Committee and the HRM program no less than one week prior to the Transfer meeting date.