

# PhD Upgrade Tasks

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## Promotion from Master's to Ph.D. Program.

Promotion of a student into a Ph.D. program without completing the Master's program is only for exceptional students who show a strong interest in and capacity for pursuing this route. The Department must make a compelling case for promotion based on the student's demonstrated outstanding academic and research ability. It is important that the best interests of the student are given due consideration.

Promotion into a doctoral program without completing the Master's thesis is reserved for students who meet the following criteria:

1. Must have been registered full time for at least two terms and before completing five terms in a Master's program at Queen's University
2. Must have completed at least two courses towards the Master's degree requirement, or equivalent. For students who have taken less than 2 courses for reasons beyond their control, but are otherwise good candidates for promotion, the final year of undergraduate studies will be taken into consideration. (NOTE: under regulation 2.1.4 above, students promoted to the PhD are required to take a minimum of seven term length courses beyond the B.Sc.).
3. Must have an overall first class average (A-) in graduate courses completed.
4. Should have an undergraduate honours degree with a minimum overall average of B.
5. Must have a documented commitment from the proposed PhD supervisor of financial support, as well as an indication that there is a current Master's project that has the potential to be developed into a PhD research project/dissertation
6. Must meet Departmental criteria for demonstrating promise and ability at research, which must be supported by documentation. Examples of evidence of research ability and/or potential could be:
  - publications (conference or journal)
  - undergraduate research experience
  - letter(s) of support from current supervisor and/or graduate course instructors

The Department shall submit all materials outlining the case for promotion to the Chair of Council for review and decision. Required materials are:

1. All undergraduate and graduate transcripts (photocopies of originals are acceptable)
2. A letter of support from the Department Graduate Coordinator or Department Head
3. A letter from the student to acknowledge that he/she agrees with the proposal to promote him/her and that he/she knows he/she cannot revert to the Master's program at a future date.
4. A letter of support from the current research supervisor that addresses the student's outstanding research potential, as well as a statement of expected financial support and evidence that the current Master's project has the potential to be developed into a PhD research project/dissertation.
5. At least one other letter of support from a faculty member other than the current supervisor who has recently taught or supervised the student.