

Transfer / Qualifying Exam Requests

April – May 2021

A minimum of 4 weeks is required to schedule a Transfer / Qualifying exam.

First 2 weeks: for the approval / scheduling process.

Second 2 weeks: Exam is confirmed / Distribution of your Transfer / Qualifying report required at least 10 days before your exam date

Steps required to schedule a Transfer/Qualifying Exam

1. Complete exam request form for approval of your proposed exam committee members (see second page for more details)
 2. Attach an electronic PDF of ACORN Transcript
 3. Submit both of these to the Graduate Coordinator for approval (grad.coordinator.biochem@utoronto.ca)
 4. Once approved, you may contact your proposed exam committee members for availability for meeting dates / times (exams are 2 hours) as follows:
 - **find 3 time slots** when all of your committee members are available
 - email Carrie this info and advise if you plan to hold your exam using the lab Zoom account OR if you wish to use the Departments zoom account
 - the Graduate office will arrange for the Chair of your exam
- the **Department will send out the official confirmation and exam details** to the committee members with the following Zoom details:

Option 1: You are using your lab Zoom account

- after the Departmental exam confirmation message is sent, you will need to schedule a Zoom meeting and email the details (Zoom link) to your exam committee members and Carrie

Option 2: The Department will set up the Zoom meeting

- the Department will send out the official confirmation and exam details to the committee members

IMPORTANT: Students and supervisors are not permitted to act as the host for Transfer /Qualifying exams. If you are using a lab Zoom account, you will need to provide the Chair of the exam access for the meeting who will also act as the Exam host.

5. Transfer / Qualifying report:

- Distribute to all exam committee members and Carrie at least 10 days before your exam

Possible Dates

When considering dates for your exam you should take into account the approval time of your proposed committee members, contacting and scheduling a date and allow for at least 10 days before your exam for the report to be distributed.

How to complete the Exam request form:

Pre-Transfer / Pre-Qualifying requirements (completed by student)

You will need to check off if you have completed your ½ credit course at the time you are handing in your exam request. If you are taking a module that is still running, you should select “No” but can make a note beside it as IPR (in progress) and indicate which module it is when you email your exam request..

Proposed Committee:

Supervisor and Supervisory Committee Members: ALL members of your supervisory committee are expected to attend your exam.

Chair (Graduate Committee Member): **NEW for 2021:** Will be arranged by the Graduate Office. The Chair will be one of the 4 members of the Graduate Committee serving on all Transfer / Qualifying exams. Selection will be based on research area and availability.

“Other” (Departmental or Extra-Departmental Faculty Member):

Please provide two suggestions of another Faculty member to serve in this role. This may be someone from the Biochemistry Department or someone from another U of T Department.

****NOTE:** *the “Other” exam committee member should be someone who is unfamiliar with the students work***

Transfer / Qualifying Report Distribution:

Once the exam has been confirmed, copies of your report should be distributed to your exam committee members at least 10 days before the date of your exam. A hard copy should be handed into the BCH Graduate Office at least 1 day before your exam as it is required for your exam file.