

# Rehabilitation Sciences Institute

UNIVERSITY OF TORONTO, FACULTY OF MEDICINE

## RECLASSIFICATION EXAMINATION POLICY

### Masters to PhD Reclassify within the Rehabilitation Sciences Institute

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**MSc-to-PhD Reclassification Examinations** are completed by MSc students who wish to enter the PhD program without first completing their MSc degree.

### Criteria for Reclassification

- Application for Reclassification within 12 to 18 months of MSc enrolment
- Minimum of an A- average in all required MSc courses
- Written support of supervisor and Supervisory Committee to the graduate coordinator.
- Reclassification form completed and sign-off by the graduate coordinator

### Examination

#### The Research Proposal

A written proposal of doctoral research is required for the examination.

#### Suggested Headings;

- Literature review with references
- Research questions
- Hypotheses (optional)
- Methods
- Importance of the research to field of rehabilitation

The proposal length will generally be 20 double-spaced pages maximum (excluding references tables and figures), unless otherwise determined by the Supervisory Committee. The proposal will be submitted to all examination members and RSI (graduate administrator) 2 weeks prior to oral exam.

#### Committee

- 1) Chair appointed by the graduate coordinator
  - Oversees the examination proceedings
  - Does not need to review research proposal in advance
  - Does not vote
- 2) Supervisor
- 3) Minimum of two Supervisory Committee members

- 4) One external member who has SGS status or equivalent, and who may or may not be a RSI member. The external member of the examining committee may not have collaborated with the supervisor or members of the Supervisory Committee. The external member is chosen by consensus of the supervisor and RSI graduate coordinator.]

□ **Procedure of the Oral examination**

- Committee gathered
- Student leaves room
- General comments
- Student gives 20 minute oral presentation
- Two rounds of questions, 10 minutes allotted to each examiner
- Student leaves room
- Committee evaluates
- Student returns and chair reports the results of the evaluation to the student

## **Evaluation**

Results of the evaluation may fall into one of four categories

- 1) Approved as presented
- 2) Minor correction to research proposal required
  - Amendment(s) approved by supervisor within one week\*
- 3) Minor revisions to research proposal required
  - Amendment(s) approved by PAC within one month\*
- 4) Major revisions to research proposal required
  - Student not approved to Reclassification to the Doctorate program

## **Results**

Results of a MSc-PhD Reclassification Proposal Defence will be reported to the RSI by the chair of the evaluation committee using the MSc-PhD Reclassification form. The successful candidate is eligible to enter the PhD program at the beginning of the next admission cycle.



**Rehabilitation Sciences Institute**

**REQUEST FOR MSC TO PHD RECLASSIFICATION FORM**

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**Student Number**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Proposed Date of Reclassification Examination**

**The Reclassification Examination must take place not more than 18 months into the MSc program.** Reclassification from MSc to PhD program will be effective at the next registration date set by the School of Graduate Studies, i.e. September, January, or May.

**Eligibility for Reclassification**

- Application for reclassification within 12 to 18 months of MSc enrolment
- Minimum of an A- average in all required MSc courses
- Written support of supervisor and supervisory committee to the Graduate Coordinator.
- Reclassification form completed and sign-off by the Graduate Coordinator

**Attach to this form:**

1. List of publications.
2. A Supervisory Committee Report indicating that the Supervisory Committee has met, discussed and approved the request for reclassification from MSc to PhD. A letter may be attached from the supervisor and/or supervisory committee in support of the request to reclassify.
3. A detailed financial plan (Letter of Commitment and Acceptance) describing how this student will be supported in the PhD program and a record (if necessary) of the supervisor's external funding for up to the last 5 years. A separate listing is required for each relevant grant.

**COMPOSITION OF THE RECLASSIFICATION EXAMINATION COMMITTEE**

\_\_\_\_\_  
**Committee Chair**

\_\_\_\_\_  
**E-mail and Phone**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**E-mail and Phone**

\_\_\_\_\_  
**Co-Supervisor (if applicable)**

\_\_\_\_\_  
**E-mail and Phone**

\_\_\_\_\_  
**Supervisory Committee Member**

\_\_\_\_\_  
**E-mail and Phone**

\_\_\_\_\_  
**Supervisory Committee Member**

\_\_\_\_\_  
**E-mail and Phone**

\_\_\_\_\_  
**External Member**

\_\_\_\_\_  
**E-mail and Phone**

External member may be from within or outside the Department. Include a brief description of the expertise of the external member that would justify their having been selected for this examination committee.

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**RECLASSIFICATION REQUEST APPROVAL:** The student may proceed with the transfer examination.

\_\_\_\_\_  
Signature of Graduate Coordinator/Chair

\_\_\_\_\_  
Date