

Appendix 2: Promotion To The Doctoral Program Without Completion Of The Master's

1. For students in Departments or Programs in the Humanities and Social Sciences

It is to be emphasized that acceleration of a student into a Ph.D. program without completing the Master's program should be reserved for exceptional students. Students may be accelerated from a master's to a doctoral program without completing the formal requirements for the Master's degree according to the following:

The student shall submit a formal application for admission to the Ph.D. program, to the School of Graduate Studies. In addition to the normal supporting documents the Graduate Department or program shall also submit a letter supporting the promotion, to the Chair of the Social Sciences and Humanities Graduate Council, c/o the School of Graduate Studies.

The Chair of Council shall review the application. If the Chair is in doubt about the candidate's acceptability, the application for promotion shall be referred to the next Social Sciences and Humanities Graduate Council meeting for decision. If the Chair accepts the candidate, the Chair shall notify the Head/Graduate Coordinator of the Graduate Department or program concerned and report the acceptance to the Social Sciences and Humanities Graduate Council at the next meeting.

If the student is from the same graduate Department or Program as the Chair, the request shall be reviewed for approval by the Associate Chair.

NOTE: Students admitted to a doctoral program through promotion may revert to the master's program within the same department/program in exceptional circumstances and with the approval of the supervisor(s), the department/program and the School of Graduate Studies.

2. For students In Departments or Programs in the Sciences

It is to be emphasized that acceleration of a student into a Ph.D. program without completing the Master's program should be reserved for exceptional students. 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 normally 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.
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 Ph.D. 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 Ph.D. research project/dissertation.
6. Must meet departmental or program 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

Students shall qualify for promotion at the Department or Program level according to the approved policies and procedures of the Department or Program. Then the request for promotion will be submitted to the Chair of Science Graduate Council for review and approval. If the student is from the same graduate Department or Program as the Chair, the request shall be reviewed for approval by the Associate Chair.

The Department or program shall submit all materials outlining the case for promotion to the Chair of Science Graduate Council c/o the School of Graduate Studies 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.
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. A report from the Departmental or Program supervisory committee or equivalent is acceptable in lieu of this letter.
6. An application to the Ph.D. completed and signed by the student. Departments or programs can contact the School of Graduate Studies for a paper application form (the application fee is waived).

The request for promotion must be submitted at least 2 weeks prior to the last business day of the first term in which the Ph.D. program will commence (2 weeks prior to January 31 for Winter term, 2 weeks prior to May 31 for Summer term, 2 weeks prior to September 30 for Fall term).

The Chair of Council shall review the application. If the case is evidently straightforward, it can be approved by the Chair. If the Chair accepts the candidate, the School of Graduate Studies shall notify the student and the Department or Program concerned. The Chair of Council shall report the promotion to the Science Graduate Council at the next meeting.

If the Chair is in doubt about the candidate's acceptability, the application for promotion shall be referred to the next Science Graduate Council meeting for decision.

NOTE: Students admitted to a doctoral program either through direct entry or promotion may

revert to the master's program within the same department/program in exceptional circumstances and with the approval of the supervisor(s), the department/program and the School of Graduate Studies.