

**Study option transfer process for currently enrolled students wishing to add the collaborative specialization in Artificial Intelligence to their Master's degree.**

- 1) Students should approach their supervisor and home program graduate program coordinator (GPC) for transfer preapproval.
- 2) The faculty advisor should be Graduate Faculty associated with the Specialization and the student should have a minimum A- entrance average. Faculty members who want to become affiliated with the Specialization can contact Nicolas Dery <ndery@uoguelph.ca>
- 3) A \$35 transfer fee needs to be paid to Enrolment Services. CEPS Dean's Office will cover this fee. OGPS has already been provided with the appropriate billing information. Keep receipt number for Study Option Transfer Form.
- 4) Three forms need to be completed:
  - a. new Graduate Funding form, to be signed by Advisor and home program GPC (<https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/gradfundform%20online%20update.pdf>)
  - b. new Advisory Committee Appointment & Graduate Degree Program Form, to be signed by Advisor, home program GPC and student ([https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/webform/advisory\\_cmte\\_graddegree\\_prgm.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/webform/advisory_cmte_graddegree_prgm.pdf))
  - c. Study Option Transfer Form, to be signed by home program GPC ([https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/program\\_study\\_transfer.pdf](https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca.graduatestudies/files/program_study_transfer.pdf))

The following programs have been built into Colleague:

- MASC.ENGGA+AI
  - MSC.BINF+AI
  - MSC.CS+AI
  - MSC.MAST-MATH+AI
  - MSC.MAST-STAT+AI
- 5) The student (perhaps in consultation with their advisor) should complete a Plan of Study (one page maximum). They should provide a detailed description of their proposed thesis project, stating the significance of the proposed research to a field or fields in AI. Applicants are encouraged to follow the [Ontario Graduate Scholarship Guidelines for the Plan of Study](#) attachment (see page 2, below).
  - 6) Home department graduate program assistant (GPA) should submit the above (3) forms and one-page Proposed Research writeup to Kate Mooibroek <kmooibro@uoguelph.ca>.
  - 7) Collaborative Specialization GPC, Graham Taylor, will review the application materials and approve transfers, as appropriate.
  - 8) Kate Mooibroek will forward Prof. Taylor's decision and signed forms to the home program GPA.
  - 9) The home program GPA should submit the completed forms to [gradrec1@uoguelph.ca](mailto:gradrec1@uoguelph.ca) if in a CEPS program, or [gradrec2@uoguelph.ca](mailto:gradrec2@uoguelph.ca) if in bioinformatics.
  - 10) Once the transfer has been approved and the student's status is changed in colleague, the student will receive an email confirming the study option transfer.

*Note: Nick Pankerichan in OGPS is in the process of having the programs added to OUAC for new students applying to start in future semesters.*

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**Plan of Study Formatting**

Content for the Plan of Study itself must not exceed one page. One additional page may be used for the purpose of listing references/citations only; any other information on the reference/citation page will be omitted.

General presentation:

- Body text in a minimum 12 pt Arial, Times New Roman, or similar font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

File requirements:

- PDF format (.pdf extension); unprotected
- Maximum file size of 500 kb
- 8 ½" x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 2 pages (1 page for Plan of Study, 1 page for references/citations)

**Plan of Study Content**

Below are suggested guidelines that you may use to write your Plan of Study:

Be as specific as possible while writing your proposal in clear, plain language. Indicate what stage you are at in your thesis. Provide an outline of your thesis proposal, including, for example, background, hypothesis, context, objectives, methodology, and contribution to the advancement of knowledge. Clearly state the differences between work already completed for your thesis and what will remain to be done before you obtain your degree.

***Bibliography & Citations***

The bibliography may contain the following:

- A bibliography for your proposed plan of study/research proposal; and
- Bibliographic details for all citations included in your Plan of Study. Ensure that they are clear and complete to allow reviewers to locate the sources easily.
- For those using the text box option, you may provide a bibliography or citations (suggested 1 page limit) in the same text box as the Plan of Study section.