



## Introduction

A major objective of the Faculty is to provide leadership and support for excellence in graduate education and research. An important responsibility is to ensure that graduate degrees granted by the University of Calgary meet high national and international standards. The Faculty works to ensure that the best students are recruited and admitted to the University of Calgary by, for example, setting admission and program standards and through the administration of about \$11 million annually in financial awards for graduate study. It also promotes uniform standards of excellence across programs through, for example, establishing degree requirements and approving supervisors and examiners.

## Admissions

### Categories

Graduate students are admitted to the Faculty in one of the following categories:

#### Regular

Students may be admitted to a program leading to the Master's or doctoral degree, provided admission qualifications are met.

*Interdisciplinary Degree Program:* A student wishing to pursue a thesis-based degree in an area not sufficiently represented by one department may be admitted both to a home department and a conjoint department in a interdisciplinary degree program. The student should submit an application form and fee, along with official transcripts and letters of reference to the intended home department. The prospective home department will liaise with the conjoint department. Contact the prospective home department for further details.

*Special Case Graduate Admission* is used when resources are available to admit a student to undertake graduate studies, but no appropriate program exists. Check the website [http://www.grad.ucalgary.ca/policy/special\\_case.htm](http://www.grad.ucalgary.ca/policy/special_case.htm) and contact the relevant department for details.

### Qualifying

A student who meets the qualifications for admission but lacks the necessary background for a graduate program in a chosen area of specialization may be admitted as a qualifying graduate student. Upon satisfactory completion of a qualifying year, the student may be transferred to regular student status. Qualifying graduate students must be full-time registrants in either a Master's or a doctoral degree program. Qualifying status will not be granted for a period exceeding one year.

Because a qualifying student is required to take more courses in a degree program than a regular graduate student, a qualifying student in a thesis-based degree program will be assessed an extra year of full program fees. A qualifying student in a course-based program will pay tuition fees

for the extra required courses on a per-course basis. Tuition fees for courses taken during the qualifying year will not count toward the tuition fee for the degree program.

### Visiting

A student who is registered in a graduate degree program at another university that does not have an exchange agreement with the University of Calgary, and who wishes to engage in course work and/or research at the graduate level at the University of Calgary for credit at his/her home university may be admitted as a visiting graduate student. A visiting student must fill out the application form, pay the application fee, and provide a letter from the Dean of Graduate Studies (or equivalent) at the home university confirming the student's registration as a graduate student in good standing, outlining the specific courses or research to be undertaken at the University of Calgary, and specific arrival and departure dates (not to exceed 12 months). Visiting students apply to specific departments, and the files are forwarded to the Faculty of Graduate Studies in the normal way. Visiting students pay all applicable general and tuition fees. Visiting students are normally permitted to spend a maximum of one year at the University of Calgary. It should be noted that admission as a visiting student does not guarantee later admission to a graduate program at the University of Calgary.

### Exchange

The Faculty of Graduate Studies at the University of Calgary has reciprocal exchange agreements with other institutions. Graduate students from these institutions may engage in course or research work at the University of Calgary for credit at the home institution. Exchange students must submit the appropriate application/approval form. Exchange students pay tuition fees at the home universities when this is written into the specific exchange agreement; they pay only the applicable general fees at the University of Calgary. If there is no reciprocal agreement, the exchange student pays both applicable general and tuition fees at the University of Calgary. It should be noted that exchange student status does not guarantee later admission to a graduate program at the University of Calgary.

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, and University of Victoria), Alberta (Athabasca University, University of Alberta, University of Calgary, University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan), and Manitoba (Brandon University, University of Manitoba) provided that:

- (i) the period for which fees are remitted does not exceed two academic terms of four months each;
- (ii) the course or work to be pursued is not

available at the student's home university.

## Qualifications

Applicants must hold or obtain the following minimum qualifications before the Faculty will give consideration to admission:

- (a) A University of Calgary four-year baccalaureate degree or its equivalent from a recognized institution. Degrees and grades from foreign institutions are evaluated for their equivalency to those of the University of Calgary. A grade point average of 3.00 or better (on the University of Calgary four-point system) is required. This is based on the last two years of the undergraduate degree consisting of a minimum of 10 full-course equivalents of appropriate content for the graduate program applied for, and adequate senior level courses to ensure preparation for graduate work. Any graduate work is also considered. Individual departments may require a higher admission grade point average.
- (b) Proficiency in the English language is essential for the pursuit and successful completion of graduate programs at the University of Calgary. It is the student's responsibility to demonstrate proficiency in English.
- (c) Endorsement from the Head of the Department concerned to the effect that the applicant is, in all relevant respects, acceptable to the department and that adequate supervision of the proposed program is available.

There is no general right of admission to Graduate Programs. Each department determines whether to recommend to the Faculty of Graduate Studies the admission of a particular applicant based not only on the applicant's credentials but also on the availability of resources for supervision and research, departmental research objectives, program balance, and other such considerations. Taking these considerations into account, departments are expected to act in an equitable manner in their admission procedures.

## Administration

### Faculty Administrative Officers

#### Dean

R. L. Mansell

#### Associate Deans

M.R. Grant

R. Hawkes

M. Sideris

W. Veale

For more information please consult the 2003/2004 Faculty of Graduate Studies print Calendar, or visit the Faculty of Graduate Studies Calendar website at: <http://www.grad.ucalgary.ca>