A. ADMISSION

Admissions to graduate programs are administered under the authority of the Faculty of Graduate and Postdoctoral Studies (FGPS). The offer of admission is issued either directly by the FGPS or by a representative of another faculty to whom the FGPS has explicitly delegated responsibility for making offers on its behalf. Candidates must meet or surpass the minimum conditions stipulated by the FGPS in addition to any other requirements specified by the program to which they are applying. All exceptions must be submitted to the FGPS.

1. Requirements

Requirements for admission shown below are the minimum requirements of the FGPS. Additional requirements for individual disciplines are given in the calendar section relevant to each discipline.

As a general principle, applicants cannot expect automatic admission simply because they meet the minimum requirements. Academic units will also consider an applicant's aptitude for graduate research, as well as the availability of places in the academic unit.

All candidates must understand and speak fluently the language of instruction, either English or French, of the program to which they are admitted, and provide proof of proficiency if requested. Those whose first language is neither English nor French will be required to demonstrate proficiency in the language of instruction as specified in section A - 3. e).

Full-time members of the University teaching staff may not be candidates for a graduate degree at the University of Ottawa. No person receiving a full-time academic appointment at the University of Ottawa may remain a candidate for a graduate degree at the University.

1.1 Master's Program

a) Students holding an honours bachelor's degree with a specialization or major or equivalent from an accredited university with a minimum average of 70 per cent (B), calculated in accordance with FGPS guidelines, may be considered for admission to the master's program in their discipline. Other bachelor's degrees, for example applied bachelor's degrees conferred by colleges authorized to award such degrees, are also considered. Each file is evaluated individually and the courses taken for the previous degree are assessed to determine whether a qualifying program needs to be completed prior to admission.

b) Applicants to the master's program may, in some cases, be recommended for admission to a qualifying program designed to bring their knowledge to the level required to pursue a graduate degree in the discipline concerned. Satisfactory performance in the qualifying program is necessary for admission to the master's program.

1.2 Doctoral Program

a) Applicants to doctoral programs must present an academic record indicating a minimum average of 75 per cent (B+), or equivalent, calculated in accordance with FGPS guidelines.

b) In most disciplines a master's degree or its equivalent with at least high second-class standing is also required. In some disciplines candidates may be admitted to doctoral studies on the basis of an excellent honours baccalaureate (or its equivalent). In such cases, the minimum residence requirement for the PhD degree will be extended by three sessions.

c) In some disciplines, it is possible for outstanding master's students to transfer to the PhD without completing all the requirements of the master's program. Details are published in the calendar section for the discipline concerned.

2. Application Procedure

All applications for admission to graduate studies should be addressed to the director of the program concerned. Each application must include documents that show that the student meets the admission requirements as well as any other items specified.

It is advisable to apply as early as possible. To make a formal application, applicants must use the on-line interactive application form. International students wishing to be considered for an admission scholarship should submit their application for admission as early as the month
of January for the following September. In all cases the application package should be submitted at least one month before the beginning of the session (six months in the case of applicants from foreign countries). Most academic units require earlier submission of applications for admission. It is essential to contact the academic unit for complete information on admission procedures, including submission deadlines.

If the application and supporting documents are received after the closing dates, candidates are not assured registration in the session they have chosen.

3. Documents Required for Admission

Each program of study requires specific documents for admission. The complete list of these documents is available on the Specific Requirements page at http://www.uottawa.ca/graduate-studies/programs-admission/apply/specific-requirements.

Some documents are required for all programs:

a) Official transcripts of the applicant's academic record covering all previous postsecondary studies.
b) A curriculum vitae (some exceptions apply).
c) Confidential letters of recommendation (some exceptions apply).
d) Evidence of proficiency in your program’s language of instruction, English or French. In the case of applicants whose first language is neither English nor French, one of the following is required:

i) Proof of completion of a previous postsecondary degree program in an English-language or French-language university.
ii) A test score in a recognized language test. Please consult the specific requirements page of your program of study to find out what is the minimum score required for your program. Here is an equivalency table for the language tests recognized at the University of Ottawa:

**English-language tests**

<table>
<thead>
<tr>
<th>TOEFL</th>
<th>University of Ottawa Institution Code: 0993</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper-based</td>
<td></td>
</tr>
<tr>
<td>550</td>
<td>570</td>
</tr>
<tr>
<td>580</td>
<td>600</td>
</tr>
<tr>
<td>600</td>
<td>650</td>
</tr>
<tr>
<td>Computer-based</td>
<td></td>
</tr>
<tr>
<td>213</td>
<td>230</td>
</tr>
<tr>
<td>237</td>
<td>250</td>
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<tr>
<td>280</td>
<td></td>
</tr>
<tr>
<td>Internet based</td>
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</tr>
<tr>
<td>79-80</td>
<td>88-89</td>
</tr>
<tr>
<td>92-93</td>
<td>100</td>
</tr>
<tr>
<td>114-115</td>
<td></td>
</tr>
</tbody>
</table>

**CAEL**

| Overall | 60 | 70 | 70 |
| Individual | 50 | 60 | 70 |

<table>
<thead>
<tr>
<th>Courses offered at Carleton University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade of B- or above in the ESLA1500 course</td>
</tr>
</tbody>
</table>

**IELTS (academic module)**

| Overall | 6.5 | 6.5 | 6.5 | 7.0 | 8.0 |
| Individual | 5.0 | 6.0 | For Telfer¹ | For the other units² | 7.0 |
No overall average. Need to obtain 7 in 3 out of 4 components and 6 in the fourth one.

Overall average of 7. Need to obtain 7 in 3 out of 4 components and 6 in the fourth one.

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### MELAB

<table>
<thead>
<tr>
<th>Language</th>
<th>Score</th>
<th>Score</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>80</td>
<td>83</td>
<td>84-87</td>
</tr>
</tbody>
</table>

---

**Cambridge English Language Assessment**

**Cambridge English: Advanced (CAE)**

<table>
<thead>
<tr>
<th>Component</th>
<th>Scale Score</th>
<th>Scale Score</th>
<th>Scale Score</th>
<th>Scale Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>176</td>
<td>176</td>
<td>176</td>
<td>185</td>
</tr>
<tr>
<td>Individual scale scores</td>
<td>154</td>
<td>169</td>
<td>For Telfer</td>
<td>For the other units</td>
</tr>
</tbody>
</table>

No overall average. Need to obtain 185 in 3 out of 4 components and 169 in the fourth one.

Overall average of 185. Need to obtain 185 in 3 out of 4 components and 169 in the fourth one.

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**Cambridge English: Proficiency (CPE)**

Certificate grade C or:

<table>
<thead>
<tr>
<th>Component</th>
<th>Scale Score</th>
<th>Scale Score</th>
<th>Scale Score</th>
<th>Scale Score</th>
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</thead>
<tbody>
<tr>
<td>Overall</td>
<td>180</td>
<td>180</td>
<td>180</td>
<td>185</td>
</tr>
<tr>
<td>Individual scale scores</td>
<td>154</td>
<td>169</td>
<td>For Telfer</td>
<td>For the other units</td>
</tr>
</tbody>
</table>

No overall average. Need to obtain 185 in 3 out of 4 components and 169 in the fourth one.

Overall average of 185. Need to obtain 185 in 3 out of 4 components and 169 in the fourth one.

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**CanTEST**

<table>
<thead>
<tr>
<th>Component</th>
<th>Score</th>
<th>Score</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening &amp; Reading</td>
<td>4.5</td>
<td>4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>Writing</td>
<td>4.0</td>
<td>4.0</td>
<td>4.5 ou 5.0</td>
</tr>
</tbody>
</table>

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**PEARSON**

<table>
<thead>
<tr>
<th>Language</th>
<th>Score</th>
<th>Score</th>
<th>Score</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>53</td>
<td>59-60</td>
<td>62-63</td>
<td>68</td>
</tr>
</tbody>
</table>

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**English Intensive Program**

**ESL0140 Academic Bridging**

70% and above in the test and a minimum of ‘low advanced’ in the four bands.

The bridging program cannot be used for an equivalency of 580 or above (TOEFL)

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**French-language tests**

**DELF**

Level of B2

**DALF**

Level of C1 or C2

**TESTCan**

<table>
<thead>
<tr>
<th>Component</th>
<th>Score</th>
<th>Score</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening &amp; Reading</td>
<td>4.5</td>
<td>4.5</td>
<td>4.5</td>
</tr>
</tbody>
</table>
4. Evaluation of Applications for Admission

The relevant committee will evaluate the complete application dossier and, if the student is deemed admissible, an offer of admission may be made. The offer specifies the following:

a) the student’s program (qualifying, graduate diploma, master’s or PhD);
b) the field of specialization;
c) the basis of admission (degrees);
d) the conditions to be met before registration, if any;
e) program requirements;
f) advanced standing, retained credits and exemptions granted at admission;
g) the name of the advisor, if known, or of the interim adviser;
h) financial support, if any;
i) recommendation for admission scholarships, if any.

The academic unit will inform students if it is not prepared to accept their application.

5. Initial Registration

Any conditions of admission specified must be met before registration. Some programs require a deposit (non-refundable) on tuition fees.

Students are expected to enrol in the session for which they have been offered admission. Subject to prior approval of the academic unit concerned, enrolment may be deferred for one or two sessions; in such a case, the program requirements will be those in effect at the time of first registration in the program. If enrolment is deferred for a longer period, a new application for admission is required.
6. Change of Program

a) Students may enrol only in the program for which they have been formally accepted. A student who wishes to enrol in another program must submit a new application for admission and arrange for submission of supporting documents.

b) Transfer from Master’s to PhD: A student may be authorized to fast-track from a master’s program to a PhD program in the same discipline without completing the master’s, in accordance with the regulations of the graduate program concerned. In such cases, the normal completion time for the PhD program is five years and the maximum time allowed is seven years. The total number of courses required for the PhD is the sum of the normal master’s and PhD course requirements unless otherwise specified by the program.

c) Transfer from PhD to Master’s: A student may be authorized to transfer from a PhD to a master’s program in the same discipline. He or she must complete all of the normal master’s degree requirements, or their equivalent, in order to be awarded the master’s degree. Such a transfer is considered on application from the student and recommendation of the academic unit and requires approval by the FGPS. Students who transfer from a PhD to a master’s program will not be permitted to register subsequently in the same PhD program.

A student who already holds a master’s degree cannot normally receive a second master’s degree with the same name in the same discipline.

7. Articulation between Graduate Diplomas and Related Master’s Programs

7.1. Transfer from graduate diploma to master’s

a) Students registered in a graduate diploma program can request a transfer to a related master’s program provided they have completed at least nine compulsory credits within the graduate diploma with a B+ (75%) average. Where the number of compulsory credits for a graduate diploma is less than nine, elective credits can be used. The Admissions Committee of the master’s program will decide, on a case-by-case basis, which graduate diploma courses will be credited to the master’s.

Students requesting to transfer to a program with a research project, major paper or thesis must have a research supervisor at the time they submit their request for transfer.

b) The request for transfer should be made in writing, and the Admissions Committee of the master’s program must formally approve it. Transfer students must register in the master’s within two sessions of their last registration in the graduate diploma. Otherwise, their file will be closed, they will have to submit a new application and go through the admission process again.

c) Any failure incurred in the graduate diploma will also count as a failure in the related master’s program. In master’s programs, unless otherwise stated in the program’s specific regulations, a student who has two failures is withdrawn from the program.

7.2. New admission to the master’s

a) Students holding a graduate diploma who wish to be admitted to a related master’s program must submit an application and go through the admission process as new students. The Admissions Committee of the master’s program will decide whether or not to recommend the admission and will determine, on a case- by-case basis, which graduate diploma courses will be credited to the master’s.

b) Students applying for admission to a master’s with a research project, major paper or thesis must have a research supervisor at the time of application.

c) Any failure incurred in the graduate diploma will also count as a failure in the related master’s program. In master’s programs, unless otherwise stated in the program’s specific regulations, a student who has two failures is withdrawn from the program.
7.3. Awarding of a diploma in the case of an uncompleted master’s

In exceptional circumstances, students enrolled in a master’s program, but for whom completion is impossible, may request a related graduate diploma provided they meet all of the graduate diploma requirements. The Diploma Program Committee will decide whether or not to recommend the student for the diploma. If some of the diploma requirements have not been met, the Diploma Program Committee will decide whether or not to approve the student’s request and will determine the procedure for fulfilling the remaining requirements.

1. The general regulations of the Faculty of Graduate and Postdoctoral Studies, as approved by the Senate, are only minimum requirements which apply to all graduate programs at the University. Certain programs may impose additional requirements, subject to the approval of the Senate.

2. Throughout the calendar, the term “academic unit” is used to denote either “faculty,” “school,” “institute,” or “department.”

3. Any document not written in English or French must be accompanied by an official translation in English or French.

4. Transcripts that have been ordered on-line are forwarded separately by the issuing University. Students who have studied in foreign universities should supply detailed information about their previous university and the courses taken. Any student whose program is in progress when applying for admission should submit a transcript for the part of the program completed up to that point. Complete official transcripts must be forwarded before registration.

5. The academic unit must inform students if it is not prepared to recommend them for admission.