



PhD – Request for Credit Exemption

The PhD program requires satisfactory completion of a minimum of 24 credits of coursework, which includes 12 credits of technical graduate-level courses, 4 credits of professional courses, and a 2-credit seminar course, if applicable.

Students may be eligible for exemption from up to 18 credits based on the coursework completed in their Master’s program. The extent of exemption will be determined by an assessment committee along with the Graduate Advisor upon entry to the program. Note that students who have been admitted to the PhD program via direct entry from a Bachelor’s program are not eligible for credit exemption and must complete all 24 credits of coursework as outlined above.

Students should submit this Request for Credit Exemption form to students@mech.ubc.ca approximately **one month prior to the add/drop deadline of the student’s first term in the program**. Once a determination has been made on the extent of exemption, the student will be informed via email (with cc. to the research supervisor) and may adjust their course registration accordingly.

Program Start	Submission Deadline
September	August 15
January	December 15

Instructions:

This form should be accompanied with:

- A detailed course outline*
- Copy of transcript (unofficial academic history is acceptable)
- Email your completed form to students@mech.ubc.ca by the above deadline.

* Note: course outlines are not required for students that completed their MASc in UBC-MECH

Student Name	
Student Number	
Name of Primary Supervisor & Co-Supervisor, if applicable	



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Approval:

Total number of credits approved for exemption from PhD program (max. 18)	
Total technical course credits remaining:	
Total professional course credits remaining:	
Total seminar course credits required:	

Graduate Advisor signature

Date