



## Part 1 -Thesis Proposal Approval Steps

All forms are available at [cumming.ucalgary.ca/gse](http://cumming.ucalgary.ca/gse) → Current Students → Milestones & Program Requirements → Admission to Candidacy



### 3 months

Work with Supervisor to set up your Supervisory Committee

Send names of all committee members to your Graduate Program Administrator (GPA), who will create the Supervisory Committee Appointment Form for approval.

### 12 months

- Submit a draft research proposal to your committee
- Attend *Research Integrity Day* during first year

### Ongoing

Get feedback on your proposal from your committee

### No less than 2 months before Proposal Approval Meeting

Discuss arrangements for the Proposal Approval Meeting with your committee:

- Arrange date, time, and room

### No less than 4 weeks before Thesis Proposal Approval Meeting

Send *Thesis Proposal Approval Meeting Set Up Form* to your GPA .

### No less than 2 weeks before Thesis Proposal Approval Meeting

Send final version of your proposal to the Committee (cc GPA).

Your GPA will forward all other documents to the committee before the exam

### 25 months / 24 months\* - Thesis Proposal Approval Meeting

After the meeting, you will receive written evaluations of your proposal.

*If any changes were made to the document after the meeting, forward an electronic copy of the final, approved version of your proposal to your GPA.*

\*25-month deadline for Direct-entry PhD students / 24-month deadline for MSc to PhD transfer students.

## Part 2 - Field of Study Exam Steps

*Before you can proceed to the Field of Study Exam, the following components must be completed:*

Research Integrity Day

Coursework

Successful Thesis Proposal Approval Meeting

Copy of Ethics on file with program (if applicable)

Concept Map & Reading List approved by GPD

**three months** prior to exam date

### 3 months before FOS written exam is to start

The supervisor sends to the GPA the Reading List and Concept Map for GPD Approval.

### 25 months\* / 33 months\*

Arrange a meeting with your committee to develop the requirements for the Field of Study Exam. The following arrangements should also be discussed:

- Identify an examiner internal to the program
- Identify an examiner external to the program
- Arrange date, time, and room (GSE conference room may be available – talk to your GPA)

Supervisor submits *Field of Study Set Up Package* to GPA. Supervisor submits *Questions* separately to GPA.

\*25 month deadline for Direct-entry PhD students / 33 months for MSc to PhD transfer

### 4 weeks before exam date

Supervisor sends Written Field of Study questions to student

### 1 week before exam date

Student sends written responses to examining committee

### 28 months\* / 36 months\* - Field of Study Exam

Your GPA will forward your concept map, reading list, and all official exam documents to the committee 1 week before the exam.

### 24 hours after Field of Study Exam

Submit signed *Recommendation for Admission to Candidacy form* to your GPA.

*This form will be forwarded to you after you successfully complete your Field of Study exam)*

**Congratulations! You're a PhD Candidate!**