**Instructions for Setting up your Field of Study Exam**

The [Field of Study Schedule Request Form](https://cumming.ucalgary.ca/gse/current-students/milestone-program-requirements) needs to be completed and submitted by the supervisor to [chsgrad@ucalgary.ca](mailto:chsgrad@ucalgary.ca) **no later than 8 weeks before the Field of Study exam.**

This allows the Graduate Program Administrator (GPA) and Graduate Program Director (GPD) to generate and approve additional documents in a timely fashion. **Not adhering to this deadline could result in your request being denied and a new date will need to be selected.**

**Oral Exam Location**

Please note that as of September 1, 2021 exams may be held in-person, remotely, or as a hybrid between the two. If anyone is attending the exam remotely, your GPA will set up the Zoom meeting link on your behalf.

Typically, in-person exams will be held in the Graduate Science Education Boardroom. Once this form is received, your GPA will confirm whether the GSE Boardroom is available for your proposed exam date. If the GSE Boardroom is not available, you will need to request a room through Room Bookings ([irrooms@ucalgary.ca](mailto:irrooms@ucalgary.ca)). **If two or more people plan to attend in person, they will be at the same location and the Neutral Chair will also be in the room with them.**

**Examiner Attendance**

Examiners may choose to attend the exam in-person or remotely. If for any reason, someone planning to attend in-person must attend remotely, it is important that they can be contacted by phone. Remote examiners must also provide a phone number in case there is an issue with their connection. For these reasons, all exam attendees, including the student, are required to provide a back-up phone number on the form below.

***Should any exam attendee attending in person, including the student, be unable to participate in person for any reason, please notify the GPA as soon as possible.***

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**Field of Study Exam Set-up Package for Community Health Sciences**

**Supervisor to submit this set up package to GPA no later than 8 weeks before the written exam.**

**Questions should be submitted by the supervisor to the GPA via the Question Form (page 4)**

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| --- | --- | --- | --- |
| Student Name: | | UCID: | |
| Specialization: Choose an item. | | Supervisor: | |
|  |  | |  |

**Components: *All components below must be completed before the Field of Study Exam can proceed.***

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| **Courses Completed: Yes  If not, date that courses will be completed:** Click or tap here to enter text. |
| **Research Integrity Day Completed (Date):** Click or tap here to enter text. |
| **Ethics Approval on file with Grad Program Administrator: Yes  No** |
| **Sex and Gender Module Completed (Date)** Click or tap here to enter text. |
| **Thesis Proposal Approval Meeting Date: Click or tap here to enter text.** |

**Name of contact person in the event the student is late for the exam: Click or tap here to enter text.  
 Phone Number: Click or tap here to enter text.  
*This information is confidential and will be shared only with the Neutral Chair for the purposes of the exam.***

**FOS Oral Exam Information**

*The FOS exam is 2 hours plus time to deliberate after the oral examination. Please remember to book 3 hours with your examiners and the room. The GSE Conference Room can be booked through your GPA upon submission of this form. Exams in the GSE Conference Room may not start between 12:00 and 1:15PM.*

|  |  |  |
| --- | --- | --- |
| **Date:**      **Time:** | **Location:** Choose an item. | |
| **Supervisor:**       **Back up Phone #:** | | **How Attending:** Choose an item. |
| **Co-Supervisor:**       **Back up Phone #:** | | **How Attending:** Choose an item. |
| **Committee Member:**       **Back up Phone #:** | | **How Attending:** Choose an item. |
| **Committee Member:**       **Back up Phone #:** | | **How Attending:** Choose an item. |
| **Committee Member:**       **Back up Phone #:** | | **How Attending:** Choose an item. |
| **Examiner Internal to Program:**        **Back up Phone #:**  Has a well-established research reputation  Is not a close personal friend of the Supervisor  Has not collaborated with the Supervisor in the past five years  Is not closely related to, or worked with the student  *A memo is required if examiner does not meet all of the above criteria* | | **How Attending:** Choose an item. |
| **Examiner External to Program:**        **Back up Phone #:**  Has a well-established research reputation  Is not a close personal friend of the Supervisor  Has not collaborated with the Supervisor in the past five years  Is not closely related to, or has worked with the student  *A memo is required if examiner does not meet all of the above criteria* | **How Attending:** Choose an item. | |

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| **Indigenous Cultural Protocol Plan** |
| Ii’taa’poh’to’p, the University of Calgary’s Indigenous Strategy, seeks to ensure that policies, practices, and procedures are supportive and respectful of Indigenous ways of knowing, doing, connecting, and being. Indigenous graduate students and those who are working with Indigenous Elders or Knowledge Keepers are encouraged to incorporate Indigenous ceremonies and/or traditions into their exams.  Will the student incorporate Indigenous ceremonies and/or traditions into the exam? **Yes  No** |

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**Written Field of Study Exam Question List**

Please note that this form must be submitted directly to the GPA by the Supervisor **no later than 8 weeks before the Field of Study written exam date**.

|  |  |
| --- | --- |
| Student Name: | UCID: |
| Program: MDCH | Supervisor: |
| Specialization: Choose an item. | |

|  |  |  |  |
| --- | --- | --- | --- |
| FOS Oral Exam Date:    **Note***: The FOS Exam cannot be completed until after the Thesis Proposal Approval Meeting has been successfully completed Please supply the thesis proposal approval meeting date here.*  *.* | | | |
| **Criteria:**  The Written Field of Study examination is a formal open-book, take-home examination. Students will have three (3) weeks to prepare their responses to the Written Field of Study exam questions, not to exceed 15 double-spaced pages each in length per paper, exclusive of figures and references. The format and style of the examination responses should be in paper format that follows the presentation of a peer-reviewed journal article. All papers must demonstrate a critical analysis of each question or topic posed, as well as informed, insightful, and well-reasoned responses that incorporate recent knowledge from the relevant literature.  **Supervisors**: No later than four weeks prior to the **Written** FoS Examination, the Supervisory Committee prepares the three questions for the Written FoS Examination; one specific to each of the three defined competency areas and relevant to the reading list. The Supervisor coordinates the question development and submits them for final approval to the Graduate Program Director.  **Students**: must send their written responses electronically in Adobe Portable Document Format (pdf) to the Examination Committee by 10:00am, *three weeks (21 days)* after receiving the questions. | | | |
| **Question 1:** | | | |
| **Question 2:** | | | |
| **Question 3:** | | | |
| GSE OFFIC USE  Graduate Program Director Approval: | |
| Date: |  |
|  | GPD Signature |