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

The [Field of Study Schedule Request Form](file:///Z:\Team%20Lead\Exam%20policy%20-%20Sept%202021\CHS%20(Pre%20Sept%202018)%20FOS%20Set%20Up%20&amp;%20Contingency%20Form%20-%20edits%20for%20new%20process.docx#Text1) needs to be completed and submitted **no later than 3 months before your Candidacy 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.***

**Graduate Science Education**

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

**Submit this package to your GPA no later than 3 months before your exam.**

**Questions should be submitted by the supervisor directly to the GPA separately via the Question Form.**

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

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| **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** |

**Graduate Science Education**

**Field of Study (FOS) Reading List**

Please note that this form must be submitted to the GPA **no later than 3 months before the Field of Study exam date**.

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

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| FOS Oral Exam Date:  *The FOS Exam cannot be completed until after the Thesis Proposal Approval Meeting has been successfully completed.* | |
| Thesis Proposal Title: | |
| **A list of 20-25 academic sources for each Candidacy Area must be provided. Sources must be relevant in the discipline and can include books, published peer-reviewed journal articles, etc. and should provide a broader perspective than the thesis proposal reference list. These readings are intended to assist the student in responding to the examination questions to be posed.** | |
| **Candidacy Area 1 – Underlying Theories and Conceptual Frameworks** | |
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| **Candidacy Area 2 – Methods/Methodology – Study of Methods** | |
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| **Candidacy Area 3 – Research Context** | |
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| **Will a mock exam\* be provided for the Student?**  Yes No  *\*NOTE: The supervisor may participate in mock exams, but the examiners and committee may not*.  **If No, What provisions have been made to prepare the student?** | |
| **\*\*\*Additional notes on meeting may be appended.\*\*\*** | |

**Acceptance**

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| --- | --- | --- |
|  |  | **Date:** |
| **Student Name (Printed)** | **Signature** |
|  |  | **Date:** |
| **Supervisor Name (Printed)** | **Signature** |
|  |  | **Date:** |
| **Co-Supervisor Name (Printed)** | **Signature** |
|  |  | **Date:** |
| **Committee Member Name (Printed)** | **Signature** |
|  |  | **Date:** |
| **Committee Member (Printed)** | **Signature** |
|  |  | **Date:** |
| **Committee Member (Printed)** | **Signature** |

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| GSE OFFIC USE  Graduate Program Director Approval: | |
| Date: |  |
|  | GPD Signature |

**Candidacy Concept Map**

The Candidacy Examination is intended for the student to demonstrate expertise and depth of knowledge in specialization area, and the ability to think critically as well as synthesize and integrate knowledge. It should also assess the student’s potential to conduct research independently.

For a more complete description see:

On the attached form, provide a 1-2 sentence description for each candidacy area, and indicate how it addresses the competencies below. At least one competency must be addressed in each candidacy area. All competencies must be addressed.

# Competency Descriptions

Competency One: Underlying Theories and Conceptual Frameworks

* What has emerged in these areas that help explain, predict, connect ideas?
* How is study in these areas framed?
* Are there elements of different underlying disciplines?

Competency Two: Methods/Methodology – Study of Methods

* What methods are most prevalent in these fields?
* Are there additional methods relevant to study in this area that the thesis does not focus on? Understanding these would provide the student with a broader base with which to move forward in his/her career.
* What are their strengths and weaknesses?
* Why have these methods developed (or been favored) and not others?
* How do the methods contribute to/hinder further understanding?

Competency Three: Research Context

* History and philosophy of the underlying science for this research area
* How did researchers arrive at tools and methods that are currently in use?
* Historically, who has influenced study in these areas and moved them forward?
* Are there multiple leaders in development of these fields? Have their ideas been divisive, homogenous or synergistic?
* Are there specific historic events that changed the direction or focus of studies, e.g. new legislation, new technology developments, political or social factors driving/hindering this research?
* What implications does your topic have for knowledge translation and exchange?

# Candidacy Area 1 (Must address Competency One: Underlying Theories and Conceptual Frameworks):

Check if area also addresses:

Competency Two: Methods/Methodology – Study of Methods

Competency Three: Research Context

# Candidacy Area 2 (Must address Competency Two: Methods/Methodology – Study of Methods):

Check if area also addresses:

Competency One: Underlying Theories and Conceptual Frameworks Competency Three: Research Context

# Candidacy Area 3 (Must address Competency Three: Research Context):

Check if area also addresses:

Competency One: Underlying Theories and Conceptual Frameworks

Competency Two: Methods/Methodology – Study of